



GRAHAM SUMMER DAY CAMP

Parent's Manual

311 COLLEGE STREET
GRAHAM, NC 27253



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Dear Parents:

Thank you for choosing the Graham Summer Day Camp Program for your family!

This handbook is designed to inform parents and/or guardians of the activities, policies, and guidelines for our camp program. We are dedicated to providing a safe, active, and exciting recreational experience for your child(ren) during camp. Keep this booklet for future reference. The policies and guidelines are to ensure all campers, staff, and other entities the maximum level of safety. We ask that you encourage your camper to participate in all activities, as this will enhance their summer experience.

Communication is the key to any relationship, and as questions or concerns arise we welcome your input. If you have any questions after reading through this handbook, please feel free to call us at 336-513-5510.

We look forward to spending a fabulous summer with your child and having an awesome camp experience.

Kristen Herndon
Program Supervisor
Graham Recreation & Parks Dept.

TAX ID: 566001234

Mission, Vision, Goals

Graham Recreation and Parks Department

Vision – To energize our community by inspiring healthy play for all

Mission – To inspire a happy, healthy community by creating a stimulating and engaging environment through elite, diversified recreation experiences.

Camp Goals and Objectives

- Provide a safe, secure, nurturing and fun environment for children in a quality summer camp program;
- Provide activities that meet the cognitive, social, physical and emotional needs of children;
- Provide fun and educational field trips; and
- Maintain a continuous line of communication with parents

General Information:

Our camp is held at the Graham Recreation Center. For questions pertaining to the daily activities of camp (field trips, bus information, how child is doing, etc.) during May 26th- August 21st, please call the Graham Recreation Center-Graham Recreation Center Camp line: TBD

For general summer camp questions (staffing, logistics, structure, availability, billing and concerns) please contact Kristen Herndon-Kristen Herndon: 336-513-5510 ext. 1

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT THE RECREATION CENTER 336-570-6718.

Hours of Operation:

7am-5:30pm

Camp Location:

Graham Recreation Center
311 College St.
Graham, NC 27253

Registration and payments can be made at the Graham Recreation Center. We accept cash, check, Visa, MasterCard and Discover. Registration and payments can also be made online through your Community Pass account.

Eligibility:

Participants must have completed one full year of kindergarten through 7th grade in Spring 2020. All five (5) year old participants will require a birth certificate prior to attending camp. All 5-year-olds must be able to use the restroom independently.

Food:

Graham Recreation and Parks Department (GRPD) provides lunch and afternoon snack for anyone under the age of 18 through the Alamance-Burlington Summer Feeding Program. If participating in the Summer Feeding program, children need to be at camp no later than 8:30am to be counted in the lunch count. For days where the Summer Feeding Program is not available or on days where your child prefers to bring their own lunch, please do not pack anything that needs to be refrigerated or microwaved, as well as nothing with glass. Graham Summer Day Camp has no access to the kitchen at the Recreation Center.

Dates of the summer Camp Feeding Program: TBD

If your child forgets their lunch, arrives after 8:45am, and/or forgets to bring it on the field trip, it is the parent's responsibility to provide lunch. If a parent/guardian cannot bring lunch that day, Graham Recreation can provide lunch and will charge your community pass account \$10.00.

Late Pick Up:

Our staff works very hard during the day, and often has commitments they must attend to after work, so be prompt when picking your child up from camp. A fee of \$1.00 per minutes/per child will be assessed beyond 5:30pm and will be charged on your family account. Your child(ren) will not be able to return to the program if the late fee is not paid within 24 hours of late notice.

Outdoor Time:

We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality or the possibility of thunderstorms. We reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. Decisions about field trips and outdoor activities are made on a case-by-case basis with information from the National Weather Service.

Camp Dress Code:

In order to ensure that campers get the most out of camp, remain comfortable and avoid injuries, we require light, comfortable clothing, and athletic or tennis shoes to be worn on a daily basis. **No open toe shoes/flip-flops. Plastic shoes, hee-lies, skirts, tank tops, and inappropriate shirts are not proper attire for camp activities.** Excessive jewelry and long, dangling earrings are not safe and should not be worn to camp. Hats and sun visors are permitted. Sandals and flip-flops may be brought for use at the pool (ONLY), but will not be allowed during the other day's activities. Please mark the **inside** of all apparel with the child's name and phone number. Regulation swim wear is required at the pool. **For their own safety, any child brought to camp in flip-flops will not be allowed to participate in outside sports activities. Parents may be contacted if necessary to bring appropriate clothing.**

Distribution of Medication Policy:

No medication will be administered to a child without the written order of a licensed physician or dentist indicating that the medication is for a specific child, and the written permission of the parent on a City approved form (copy provided in this handbook). Medication must be clearly marked with child's name and amount of dosage. Medication must be handed to the camp supervisor by the parent. If possible, parents are asked to try and administer medications at home before or after camp. **Under no circumstance will camp personnel give the first dosage of any medication. This is solely for the safety of the child. Please see the Participant Medication Policy located online for more detail.**

Lost and Found:

Campers are responsible for their belongings. Our counselors will do their best to ensure that campers collect their clothing, shoes, and gear. Please check with a staff member at pick-up if your child has lost something.

LABEL ALL CAMPERS' BELONGINGS!!!!!!!!!!!!!!!!!!!!!!

Emergency Phone Contact:

Should an emergency arise, and parents need to contact your child while they are at camp, you may call the Graham Recreation Center between 8:00am-5:00pm, at 336-570-6718. We will help you in speaking with your child or do our best at delivering an emergency message to them at their location.

Illness:

Keeping our kids healthy is of great importance. If your child becomes ill while at camp, you will be notified immediately to pick up your child. For the protection of all campers and staff, **do not bring your child** to camp if they have a temperature of **100.4 degrees or higher, are vomiting, have diarrhea, drainage of the eye, green drainage of the nose, or any contagious disease that your child has been exposed to or infected with (chicken pox, mumps, strep throat, pink eye, etc.)** If they have been ill, we ask that they are symptom free for 24 hours before bringing them back to camp. We will call the parents of a child if they have any of the above symptoms.

- A camper who becomes ill or has a temperature of 100.4 degrees or more while in camp will be separated from program participants but will remain within supervision of the staff. A parent will be notified and required to pick up their child within 30 minutes of notification.
- When campers at the camp have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified in writing within 24 hours or the next business day of the camp, unless forbidden by law, except for life threatening diseases which must be reported to the parents immediately.

Parents as Partners

Our goal is for every camper to have a fun and safe summer, and we want to partner with you to help make that happen. A successful summer experience actually begins at home as you are preparing for camp, and will continue throughout the summer with the partnership between parents and camp staff.

Parent Responsibilities:

- Fill out all registration forms completely and keep the information current.
- Pay fees on time
- Read all communications distributed to parents regarding Camp
- Make alternate arrangements if your child is ill.
- Keep the staff informed of any changes or incidents in the home which might result in a change in behavior or attitude.
- Parents **must** sign their child in and out of the program daily.
- Listen to concerns of the staff regarding their child and, with staff, work out an agreeable solution.
- Parents should feel free to discuss any concerns with the Camp Directors and/or Program Supervisor.

Camper Expectations:

Parents, please review with your child(ren) our expectations of campers to make their time with the program a pleasurable experience. Expectations will be posted so campers can refer to them. Rules and consequences will be reviewed regularly.

- Campers must remain in the designated camp/program areas.
- Campers are expected to exercise respect towards all people, places of business, equipment, others private property, and vehicles.
- Campers are expected to follow the rules associated with activities and program areas and ask a staff member for clarification, if needed.
- Campers are expected to communicate and conduct themselves in an appropriate manner. Threatening words, tones of voice, gestures, foul language, teasing, bullying, harmful physical contact will not be tolerated and are prohibited.
- Parents/guardians are financially responsible for their child's actions when the participant:
 - Defaces and/or destroys the building, grounds, equipment, vehicles or other's belongings
 - Tampers with or pulls the fire alarm without due cause

In order for all participants to have a safe and enjoyable experience, all participants must demonstrate appropriate behavior and respect for themselves as well as others. Meeting this expectation will offer all campers and staff the greatest opportunity for success.

Behavior Policy

PURPOSE

Appropriate behavior is expected from all participants, members and observers in programs and in facilities to protect the enjoyment and safety of all patrons. Therefore, The GRPD has developed the Behavior Policy.

DISCUSSION

Behaviors that will not be accepted include, but are not limited to, the following:

- Endangering the health and safety of other members, participants, patrons or staff.
- Disrupting a program or creating a disturbance at a facility.
- Continuous refusal to follow program and/or facility rules and guidelines.

- Use of verbal harassment, profanity, vulgarity, obscenity, or racial slurs.
- Blatant disrespect of staff and program or facility rules and guidelines.
- Damage, vandalism, or theft of private or City facilities, equipment or supplies.
- Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.
- Inappropriate or offensive dress, including, but not limited to, dress which is too revealing and clothing which displays obscene or offensive words or pictures.
- Possession or threat of a weapon.
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening an individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to kissing and touching of any private area of the body.

The following outlines steps that may be used with patrons who are not behaving appropriately. Program and fees will not be refunded for any person removed from a program or facility due to violation of this behavior policy.

Disciplinary Actions:

Should a participant behave inappropriately, the Summer Camp Staff and Supervisors will take the following sequence of actions as needed:

- **1st offense: Verbal warning and talk with parents**
- **2nd offense: A written warning given to parents to explain what occurred (Temporary Suspension- either from activity/field trip/or whole day of camp depending on incident)**
- **3rd offense: Full Suspension, forfeit remainder of day camp fees (Automatic suspensions will be at the discretion of the Summer Camp Director, Program Supervisor and Recreation Director.)**

Graham Recreation reserves the right to dismiss any participants with extreme discipline problems from the program **with no refunds**. We will make every effort to work with the child and parents to rectify the situation using a three-strike policy and other techniques described above prior to dismissing or removing the participant.

Personal Belongings:

Personal belongings are the responsibility of each camper. We **discourage** campers from bringing money, electronic devices, and cell phones or anything of value to camp. Staff will not be responsible for items brought from home. Appropriate sports equipment is provided by camp and equipment brought from home is not allowed. GRPD is not responsible for lost or stolen items. If personal items brought from home are causing a distraction, GRPD will store the item(s) in the front office until a parent/guardian arrives. A signature from the parent/guardian will be required to obtain the item back. After an item has been taken 3 times, it will count as a strike towards the Discipline Policy (this goes for cell phones as well). Personal items such as: lunch boxes, extra clothes, should be marked with your child's name.

Field Trips and Outings:

Each week, campers enjoy activities designed around fun themes filled with new discoveries. Weekly field trips and/or special events are included that can take place on or off the camp site. Campers will conduct themselves with complete respect towards bus drivers, tour guides, staff of visited locations, and any other persons they may interact with (including other patrons.) This includes respect of facilities and property of others. They are representatives of the camp, and we want to show all whose paths we cross what makes our camp so special.

We ask that campers bring their own lunches on scheduled field trip days that indicate "Bring Lunch." We also ask that you label your child's bag. We can't stress enough, the importance of SUNSCREEN and HYDRATION. Please send plenty of water and sunscreen DAILY. Encourage your child daily to drink plenty of water. The camp staff will allow your child to drink water anytime he/she needs.

As a safety measure we do **not** allow any visits to the concessions, gift shops, arcades, and/or shops unless otherwise noted. Counselors and camp staff will restrict access to these areas while on the field trip. We ask that parents please **NOT** send any money with your child for this reason.

Rules for ALL children on the bus/vehicle

1. No standing while the vehicle is in motion.
2. No throwing objects of any kind.
3. No touching, bullying, fighting, pushing, hitting, kicking, biting, pulling, name-calling or violence of any kind.
4. Respect others and their property.
5. No eating or drinking of any kind.



Swimming:

Please send a BATHING SUIT (no shorts, boys bathing suits must have a drawstring, and lining), TOWEL, and SUNSCREEN on Wednesdays for swimming and water activities. Campers may wear sandals/flip flops to the pool. Please instruct your child about the importance of applying sunscreen. Apply before you leave for camp each day and the counselors will remind campers to reapply after water activities. Put your child's name on all items. The Maynard Aquatic Center does not allow any type of cotton in the pool. Campers may wear shirts, but they must meet the standards set forth by the Aquatic Center



Sign-In/Sign-Out Policy & Site Pick-Up/Drop-Off Policy

Campers **MUST** be signed in and signed out each day, so that all children are supervised and accounted for. Please do not leave your child(ren) unattended at the camp location before 7a.m. Parents are required to pick up their child(ren) by closing time, 5:30 p.m. A back-up person should be pre-arranged to pick up your child if circumstances prevent you from being on time. **After 5:30 p.m. a late pick-up fee of \$1.00 per minute will be applied and must be paid no later than the next business day.**

No one under the age of 18 may sign out a child. Parents and individuals authorized to pick up campers (as listed on the registration form) are asked to bring a photo ID each day. **On field trip days, it is the responsibility of the person dropping off to be at camp 30 minutes before the bus is scheduled to leave. If the field trip group has already left the campsite, it is the parent's responsibility to make other arrangements for the child. Parents may NOT drop off children at the field trip location without prior permission.**

Any changes to the pick-up list must be made in person and in writing. Changes will not be allowed by telephone; this includes additions and deletions.

If you would like someone not listed on the registration form to pick-up your child, you must make the changes in person and in writing by stating who will be picking him/her up and a contact telephone number.

These policies have been established for your child's safety. Please be sure to let us know when someone not listed on the Camper Information Sheet will be signing out your child

FORMS

Please bring with you to open house or first day of camp

Parental Agreement:

Please initial next to each statement acknowledging that you as the parent or guardian have read and understand these policies. Please initial next to each statement:

_____ I understand I must pay 50% of my child's/children's camp tuition in order for their spot to be saved

_____ I understand that I cannot change the weeks I registered my child for and am responsible to pay for the weeks I registered my child/children for even if they do not attend (this is to ensure that GRPD maximizes camp opportunities for other families and those on the waitlist)

_____ Refunds - A 100% refund will be given for cancellations made two weeks prior to the first day of camp (May 26, 2020). 50% refund will be given for cancellations made less than two weeks prior to the first day of camp. No refund will be given for cancellations made on or after the first day of camp. **(GRPD Fees, Charges and Rules Policy Manual, Sec. 2-2; {10})**

_____ I understand NO REFUNDS will be issued if my child(ren) are dismissed from camp.

_____ I understand the remainder of my child(ren's) summer camp balance is due on the first day my child(ren) attend camp. Campers may be suspended if full payment has not been received by the third week of camp

_____ I understand group assignment requests cannot be honored and children are grouped by age/grade for their safety.

_____ I understand the program begins at 7:00 am and ends at 5:30 pm and I will be charged \$1 per minute per child for late pick up of my child(ren).

_____ I agree to come inside and sign my child in/out of Summer Day Camp. No camper may leave the building without a parent/guardian.

Signature Parent/Guardian _____ Date _____



Behaviors that will not be accepted include, but are not limited to, the following:

- Endangering the health and safety of other members, participants, patrons or staff.
- Disrupting a program or creating a disturbance at a facility.
- Continuous refusal to follow program and/or facility rules and guidelines.
- Use of verbal harassment, profanity, vulgarity, obscenity, or racial slurs.
- Blatant disrespect of staff and program or facility rules and guidelines.
- Damage, vandalism, or theft of private or City facilities, equipment or supplies.
- Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.
- Inappropriate or offensive dress, including, but not limited to, dress which is too revealing and clothing which displays obscene or offensive words or pictures.
- Possession or threat of a weapon.
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening an individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to kissing and touching of any private area of the body.

The following outlines steps that may be used with patrons who are not behaving appropriately. Program fees will not be refunded for any person removed from a program, or facility due to violation of this behavior policy.

Disciplinary Actions:

Should a participant behave inappropriately, the Summer Camp Staff and Supervisors will take the following sequence of actions as needed:

- 1st offense: Verbal warning and talk with parents
- 2nd offense: A written warning given to parents to explain what occurred (Temporary Suspension- either from activity/field trip/or whole day of camp depending on incident)
- 3rd offense: Full Suspension, forfeit remainder of day camp fees (Automatic suspensions will be at the discretion of the Summer Camp Director, Program Supervisor and Recreation Director.)

Graham Recreation reserves the right to dismiss any participants with extreme discipline problems from the program **with no tuition refunds**. We will make every effort to work with the child and parents to rectify the situation using a three-strike policy and other techniques described above prior to dismissing or removing the participant. However, we are not here to be disciplinarians.

I have explained any behavior challenges that my child may have to the Summer Camp Director. I have reviewed the discipline policy with my child/children.

Child's Name _____

Signature parent/guardian _____

Date _____



Behavior Management Report

Dear Parent(s): The purpose of this report is to inform you of a disciplinary incident involving your child. 3 offenses could be grounds for suspension or dismissal from the program (please refer to the Parent Manual). Please review, sign and return to the Camp Director.

Child's Name: _____ Date: _____

Person completing form: _____

_____ 1st Offense/Warning & Break from Activity _____ 2nd Offense _____ 3rd Offense

Parent Conference Needed Date: _____ Time: _____

Unacceptable Behavior:

- _____ Not Following Directions _____ Not Listening
- _____ Foul Language _____ Disrespectful Remarks
- _____ Fighting _____ Rude / Disrespectful Remarks
- _____ Rough Actions _____ Unsafe Van / bus Behavior
- _____ Destruction of Property _____ Throwing Objects
- _____ Other

Specific Details: _____

Intervention Actions taken by staff: _____

Disciplinary Action Taken: _____

Parent Contacted yes _____ no _____

Summer Camp Director Signature: _____ Date _____

Parent Signature: _____ Date: _____

Child Signature: _____ Date: _____

Photo Release:

Graham Recreation takes photographs / video of our campers in action at Summer Camp. These photographs may be used to make special arts & crafts projects, publicity including newspaper press releases, flyers, the Graham Recreation webpage, and Facebook page etc. I understand that by enrolling my child in Graham Summer Day Camp, that Graham Recreation and/or parties designated by the Graham Recreation Department (including periodicals or other printed matter and their editors) may use my child's photograph for reproduction in any medium that Graham Recreation or its designees see fit for purposes of advertising, display, exhibition or editorial use.

Signature Parent/Guardian _____ Date _____

Late Pick Up Understanding:

If a child is not picked up by 5:30PM, I will be charged a Late Fee. Two counselors must remain at the program with the child. We do not drive participants home. Our responsibility is relinquished at the end of the day. Our Summer Camp Program ends at 5:30 PM. We have to pay our staff extra to watch your child if you are late. To meet our costs, if you are late past 5:30 PM, you will be charged \$1.00 for per minute, per child that you are late. Please sign below to indicate that you understand this policy:

Signature Parent/Guardian _____ Date _____

Permission to Travel:

I/We the parents of the _____ (child's name) hereby give permission for his/her travel to all Summer Day Camp trips sponsored by the Graham Recreation and Parks Department. I/We assume all risks and hazards incidental to the trip. I/We do further hereby release, absolve, indemnify, and hold harmless the City of Graham, the Graham Recreation and Parks Department, any staff member of the Department, or any supervisor appointed by them.

Signature Parent/Guardian _____ Date _____



Graham Recreation Summer Camp Medical / Sick Policy

In the event of minor injuries (scrapes, bumps, abrasions), staff will administer basic first aid, and the child will remain in the program if possible. Otherwise, the parents/guardian will be contacted and the child sent home to recover. In the event of a major injury, we will call 911 and make every attempt possible to contact the parent or guardian as soon as possible.

For the safety of your child, other children, and staff, please refrain from bringing a sick child to Summer Camp. We do not have the facilities to care for a child who is contagious or not feeling well enough to participate in group activities. If your child becomes ill throughout the Summer Camp day, we will ask you to pick up your child. We also ask that if your child has a fever, persistent cough or nausea that he / she stay out of the program for 24hrs.

Staff should be notified of any medications your child takes. However, **staff members are not permitted to administer medication.** Summer Camp staff will not administer any medications (including aspirin) to your child. Children should not bring medication with them to Summer Camp. The only medications that we will administer are those with a prescription.

I authorize the Graham Recreation Department Summer Camp staff to admit my child for medical care if the need should arise.

I understand that if my child becomes ill while at camp, it is my responsibility to pick them up within 30 minutes.

Child's Name _____

Signature parent/guardian _____

Date _____



Graham Recreation Sunscreen Policy & Permission Form:

The Summer Camp program follows these guidelines regarding the application of sunscreen on children:

- Parents are responsible for providing sunscreen for their child. However, if you forget, one brand / type of sunscreen with an SPF of at least 30 will be available for children in the program that have a completed and signed permission slip authorizing the application of sunscreen.
- It is the parents' responsibility to apply sunscreen to their child before releasing their child to the care of the Summer Camp program.
- If your child is sensitive to certain sunscreens, please check with the Summer Camp Director to evaluate the sunscreen the program provides.

Child's name: _____

I am also aware that this permission slip will be valid for as long as my child is enrolled in the program or until I have submitted a written request to nullify all of the terms of this permission slip.

Parent / Guardian Signature _____ Date _____

Parent / Guardian name: _____ (please print)

Movie Permission:

I give permission for my child to view movies rated PG or G, either at camp or at a movie theatre.

Parent / Guardian Signature _____ Date _____



Participant Information Sheet

Please return by the start of Summer Camp

Hi! Welcome to the Graham Summer Camp! We are excited that you will be joining us this summer. Please help us to get to know you better. Ask an adult to help you fill out this form if you need help. It will help your counselors to get a picture of you and help him/her to know you better. See you on Opening Day! We look forward to meeting you.

Name: _____

Age: _____

Favorite sport: _____

Favorite activity: _____

What are you looking forward to at Summer Camp?

What would you like your counselor to know about you?

For Parents

What do you hope your child will experience while at Summer Camp?

Special considerations (behaviors / likes / dislikes): This will help us to accommodate to your child's specific needs.



CITY OF GRAHAM MEDICATION FORM

PHYSICIAN'S AUTHORIZATION OF MEDICATION/TREATMENT FOR A PARTICIPANT IN A RECREATION PROGRAM. SINCE THERE IS NO MEDICAL PERSONNEL AT OUR PROGRAM TO ADMINISTER MEDICATION/TREATMENT, CAREFUL CONSIDERATION SHOULD BE GIVEN TO THE POSSIBILITY OF ORDERING MEDICATION/TREATMENT SO THAT IT IS NOT NECESSARY TO GIVE WHILE THE PARTICIPANT IS AT OUR FACILITY.

Medication must be in original container.

NAME OF CHILD _____

*NAME OF MEDICATION _____ BEGIN/END DATE _____

Desired action of medication _____

Form of medication pill capsule inhalation liquid Other (specify) _____

Dosage (amount to be given) _____ How often and at what time _____

Symptoms of adverse reaction to medication _____

*NAME OF MEDICATION _____ BEGIN/END DATE _____

Desired action of medication _____

Form of medication pill capsule inhalation liquid Other (specify) _____

Dosage (amount to be given) _____ How often and at what time _____

Symptoms of adverse reaction to medication _____

The parent/guardian knows of this request and has agreed to supply this/these medication(s) as needed. Should the child manifest any of the above symptoms, which may be caused by the medication, I understand that the parent/guardian will be contacted and the City of Graham emergency procedures will be followed.

Physician's Name (print) Physician's Signature (required) Date

License # Physician's Telephone Number

I hereby give my permission for my child (named above) to receive medication during Summer Day Camp hours; I understand the City of Graham undertakes no responsibility for the administration of the medication. This medication has been prescribed by a licensed physician, I hereby release the City of Graham and its agents and employees from any and all liability that may result from my child taking the medication.

Parent's/Guardian's Signature Telephone Number Date

.....

(For Dept. use only)

Names and Titles of persons to administer medication(s):

1. _____ 2. _____

Approved by: _____ Reviewed by: _____

Recreation & Park Department

Risk Management Department