Youth Camp Child’s File Checklist

All applicable items are to be completed before the child attends the camp:

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| --- | --- | --- |
| Child file requirements: |  | Date completed or documented: |
| Name: |  |
| Date of birth: | **Date of enrollment:** |
| * Parents/Guardians’ names
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| * Parents/Guardians’ place(s) and hours of employment and work phone number(s), if applicable
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| * Parents/Guardians’ home phone number(s)
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| * Parents/Guardians’ cell phone number(s)
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| * Names and phone numbers of two people authorized to pick up the child
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| * Name and phone number of child’s doctor
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| * Parents’ Right to Know acknowledgement
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| * Permission for emergency medical treatment
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| * Physical and immunization record or exemption
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| Documents required, if applicable |  |
| * IEP, if services will be provided at camp
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| * Information on allergies
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| * Court orders on custody and visitation arrangements
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| * Swimming permission
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| * Transportation permission
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| * Child accident/injury reports
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| * Permission to administer medication on a Medication Administration Record
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| * Statement that parent is choosing to provide meals/snacks instead of having the child eat the meals/snacks provided by the camp
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