

**Camp KWP Summer Theater Workshop**

**RULES AND REGULATIONS**

**Parent Manual**

We at “Camp KWP” want our campers to have a safe and fun experience!

While attending the Camp KWP Summer Theater Workshop, we expect that all participants will demonstrate care, respect, and responsibility at all times. In addition, we expect participants to exhibit self-control, be kind to others, and follow simple instructions. To help participants understand what this means, we have four basic rules:

**Behavior Expectations**

1. **Be Caring**: Being caring means that you will be kind to others (including staff and students), be a good friend, and use supplies and other materials wisely.
2. **Respect Others**: To show respect you must be kind and polite to others (including staff and students).
3. **Take Responsibility**: Taking responsibility means that you do what you are supposed to do, when you are supposed to do it, the way you are supposed to do it, and if you do something wrong you try to make it right.
4. **Participating and Try New Things**: Participating means you will take part in all activities even if it may not be something you want to do at first glance.

**UNACCEPTABLE Behavior at Camp KWP Summer Theater Workshop:**

* Bullying or harassment (saying mean, hurtful or inappropriate things or harming others; words or actions)
* Lying or not telling the truth
* Stealing or taking things without asking
* Hitting, shoving, pushing, or being mean
* Using foul language
* Destroying property
* Possessing, using, or distributing drugs, alcohol, and/or tobacco or bringing weapons of any kind to the program
* Interference with staff duties; refusal to comply with staff directions
* Altering or defacing property (indoors or outdoors)
* Any other conduct that may jeopardize the safety and well-being of others will not be tolerated.

**Electronic Devices**

Please also note that while campers are permitted to bring cell phones/tablets or the like to camp, **these items will only be allowed to be used during designated times.** Cell phones (tablets and the like) will be collected and stored in a safe place at the beginning of the day and returned to campers at dismissal.

\*Please be advised, that if campers choose to bring phones/tablets or the like to camp on any given day, Camp KWP Summer Theater Workshop is not liable should phones/tablets or the like be lost, stolen or damaged.

**Consequences for Unacceptable Behavior**

We expect campers to demonstrate care, respect, and responsibility at all times while at Camp KWP Summer Theater Workshop. We also expect campers to exhibit self-control, be kind to others, and follow simple instructions. If campers do not follow the rules above or have difficulty with any part of these expectations, the following process for any inappropriate behaviors will take place:

1. Participants will receive immediate correction from the staff member or director. The participants will communicate both what they are doing incorrectly and what they can do to make it right.
2. Participants will receive a verbal warning and logical consequences.
3. If the behavior persists, campers will have a follow up discussion with the program director.
4. The program director will communicate with the camper’s family regarding said behavior, and dismissal from camp may be considered.

Removal from the program is a possibility depending on the severity and continuation of the behavior or action. Please note that the program director may decide to skip some of these steps if necessary.

Participants who are unable to follow our rules may be asked not to continue their session or not to return in the future. In such cases refunds will not be provided.

**Role of the Parent/Guardian in Recreation Programs**

A close working relationship between staff and parents/guardians provides the basis for an effective summer workshop. The parent’s/guardian’s responsibility in establishing this relationship includes:

1. Thorough completion of registration and supplemental information forms.
2. Informing staff of any special needs the child may have, i.e., allergies or other medical issues.
3. Understanding transportation policies.
4. Parent/guardian signing appropriate permission slips when applicable.
5. Picking up your child on time. Making arrangements for a sick child to be picked up.
6. Notifying staff if your child is sick or if child will not be attending.
7. Making sure your child is dressed appropriately for camp or field trips.
8. Talking with staff regarding concerns.
9. Encouraging child to talk about experiences in the program.
10. Reviewing this entire manual, including the “Behavior Expectations” section with your child prior to camp attendance.

**Daily Attendance/Pick up-Drop off**

Please be advised that parents/guardians must sign participants in as well as sign them out. The names and contact information of any individual other than a parent/guardian authorized to pick up a camper at the end of the day must be provided to Camp KWP Summer Theater Workshop by the parent/guardian prior to the start of camp. Please note that all individuals picking up a child from camp will be required to show proper photo identification before the child can be released into their custody.

Parents/guardians are expected to pick up their campers on time, unless they are participating in the After Care Program. Upon camp dismissal at 12 noon, a 15-minute grace period will be given, after which the child will then be considered part of the After Care program and parents/guardians will be expected to pay the applicable After Care fee.

**After Care Program**

We understand that some parents/guardians may be working during the time camp ends. As a result, Camp KWP Summer Theater Workshop will offer an After Care program for those parents/guardians unable to pick up their campers by 12:00 pm when camp concludes for the day. After Care will run from 12:00 pm to 3:00 pm, Monday through Thursday. The fee for After Care will be $55 per week per child (if a family has more than one child staying for After Camp care a discounted rate may be considered).

Please note that the $55 fee for After Care is due (in full) weekly on Thursday’s when parents/guardians arrive to pick up their child(ren) from camp.

If a child is not signed up to participate in After Care, but after camp care is needed by a parent/guardian for an isolated given day, a fee of $15 will be accrued for the day.

Please note: any child participating in the After Care Program will be required to bring a ready-to-eat lunch from home.

**Late Pick-Ups**

The After Care Program will run from 12:00 pm to 3:00 pm. Any pickups that occur later than 3:00 pm will be subject to an additional fee. If a parent/guardian has any issues with pick up due to their scheduled work hours**, it must be expressed to Camp KWP Summer Theater Workshop at the time the application is filled out, and Camp KWP Summer Theater Workshop will consider the matter accordingly.**

Parents/Guardians are expected to pick up their children on time as part of their Parental Responsibility Agreement. A late fee of $10 for each 15 minutes (or portion of 15 minutes) per child that a parent/guardian is late occurring after 3:00 pm will be given. After Care fees (including any additional late fees) are due in full every Thursday of Camp with the exception of the last day of Camp (August 7th) as listed on the Camp KWP Summer Theater Workshop After Care Payment Schedule. Should there be a change to the payment day schedule for any reason, parents/guardians will be notified as soon as possible. A participant may not return to the Camp Workshop until After Care fees and or late fees are settled. A parent/guardian might be asked to complete a late fee form for documentation purposes.

**Camp Security**

**Unauthorized Person(s)**

Unauthorized person(s) are not permitted to visit the workshop site during workshop hours and will be asked to leave.

**Visitors at Camp KWP Summer Theater Workshop**

Visitors of any kind (including parents) are not encouraged at camp unless otherwise authorized by Camp KWP Summer Theater Workshop.

**Behavior Management**

Good discipline is usually positive rather than negative in nature. Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. Participants will be provided with information regarding expectations at the beginning of camp. Camp KWP Summer Theater Workshop staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behaviors occur, based on the circumstance, appropriate action will be taken.

**CORRECTION** – Participant will be reminded of the rules and asked once again to follow them.

**SAFE PLACE** – Participants will asked to “sit out” (no longer than 15 minutes) in order to cool-off and calm down.

**COMMUNICATION WITH PARENTS** – Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the camp day. Parents will also be informed of any “safe place” period administered.

**SUSPENSION/WITHDRAWAL** – Serious or continuing problems may result in suspension and/or immediate withdrawal.

\*Note: No refund will be issued for suspension or withdrawal.

**Guidelines for Participant/Counselor Contact**

If and when touching participants, the following guidelines should be followed:

1. On the hand, shoulder, or upper back
2. Only in the company of other adults
3. Never against a child’s will (unless in the case of clear and present danger of the child)
4. Never against a child’s discomfort, whether expressed verbally or non-verbally
5. Never in a place on a child’s body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision from another adult

Following the rules below will go a long way in protecting everyone, in a caring and respectful manner. Appropriate Displays of Affection include:

1. Side hugs
2. Shoulder to shoulder or “temple” hugs
3. Pats on the shoulder or back
4. Handshakes/”High-fives” and hand slapping
5. Verbal praise
6. Arms around shoulders
7. Holding hands (with younger campers in escorting situations)

Inappropriate Displays of Affection:

1. Full frontal hugs
2. Kisses on the mouth
3. Touching bottoms, chests, or genital areas
4. Showing affection in isolated areas of the building, such as closets, staff only areas, or other private rooms

**Medication**

Please note that it is the policy of Camp KWP Summer Theater Workshop to refrain from dispensing any and all medication, including Aspirin, Tylenol, cough syrup or any other over the counter, non-prescription or prescription drugs at any time to participants, with the exception of medical aids such as inhalers, EpiPens or the like. Additionally, parents are responsible for picking up the participant from camp as soon as possible should a child fall ill and need to go home.

If a parent/guardian cannot be reached, those identified as emergency contacts on the camper’s health record will be notified.

**Camp KWP Summer Theater Workshop Behavioral Incident Reporting Form**

Camper Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Behavior of Participant**: Repeatedly not following instructions. Mistreatment of facility and/or equipment. Inappropriate language. Inappropriate contact with other campers. Disrespectful. Other: Details (Be Specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Taken**: Discussed behavior with camper. Time Out from activities. Verbal Redirection. Non-verbal/verbal warning. Other: Details (Be Specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions thoroughly. What activity was occurring when the behavioral incident happened? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What happened?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camper’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian,

We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending **Camp KWP Summer Theater Workshop**. Maintaining proper conduct while in the program is the joint responsibility of the campers, parents and staff. Because of your child's recent behavior, it is my responsibility to report the following violations to you.

Refusing to obey Counselor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fighting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profanity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Failure to follow camp rules \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cause of injury to fellow camper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bullying and/or harassing fellow participants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical aggression toward Counselor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Disciplinary action taken by Camp Director/Site Coordinator:**

Warning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consequences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference and Time Out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call to Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter to Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: (Be Specific)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Offense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2nd Offense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd Offense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: On the 3rd offense, the child will be dismissed for the remainder of Summer Camp.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camper's Name/ Counselor's Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director's Name/ Parent/Guardian Signature Date

**Injury Report Form**

Name of injured person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exact location of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete details of the accident and extent of injury (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ p.m. or a.m. (circle one)

Was first aid given? \_\_\_ Yes \_\_\_ No

If yes, given by who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the injured taken to the hospital? \_\_\_ Yes \_\_\_ No

How was the injured party transported to the hospital? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recreation employees on duty at time of accident:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness to accident: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person making report (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_

Facility Supervisor (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

**Pick up Authorization Form**

The following people are authorized to pick up my child from **Camp KWP Summer Theater Workshop**. I understand my child will be allowed to leave with these individuals only. (Photo) Identification will be required.

Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parents/Guardians, please include yourselves)

Authorized Person #1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Person #2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Person #3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Person #4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Name of persons NOT allowed to pick up my child:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***By signing the Camp KWP Parent’s Manual Form, I hereby acknowledge that I have read and understand the guidelines within and therefore agree with the policies and procedures of Camp KWP Summer Theater Workshop.***

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_