

SILVER LAKE


Camp & Retreat Center

FAMILY CAMP

Guide to Silver Lake Required Forms

We are so excited you/your family will join us at camp this summer! This guide will help you complete the necessary forms quickly and easily. We suggest you use this to keep track of completed camp documents. Silver Lake does not need to see it: This guide is for you. Online forms save time! Our registration system, UltraCamp, allows us to collect forms securely, speeding up check-in and simplifying your registration for future camp sessions. It should only take 30 minutes or so to complete the basic forms.

All forms should be completed at least 2 weeks prior to camp.

To start a new form, go to <https://www.ultracamp.com/clientlogin.aspx?idCamp=399&campCode=slc>, and log in to get to the My Account page. In the green toolbar at the top of the page, click the menu icon  in the upper left then choose "Document Center" from the list. On the Document Center page, click on the name of the document.

To review/edit forms already in process or completed go to <https://www.ultracamp.com/clientlogin.aspx?idCamp=399&campCode=slc>, log in to get to the My Account page. Click the name of the person to look at their Detail page. Click the heading "My Forms." With this section open, you can click any form to resume editing. Be sure to click the save button at the bottom of the form when you're done making changes. From the My Forms section, you can also click "Complete a new form" to go back to the Document Center. **Note:** If a Doctor's Signature Page or Medication Authorization Form form has expired, it will not appear in the list of Forms on your camper's Detail page.

GENERAL CAMPER FORMS

Behavioral Covenant

Review and update every year

Completed: _____

We ask BOTH the camper (under age 18) and the parent/guardian to sign the Behavioral Covenant to confirm that you have read this document together and acknowledge and accept the responsibility to meet the listed behavior expectations. ***The camper signs by typing their name in the box and the parent/guardian signs with an online e-signature.***

Important Information on Financial Policy

Review and update every year

Completed: _____

Completed as part of the registration process, this form to acknowledge that you understand our financial policy. ***This form only needs to be completed once per year for your account.***

ADULT CAMPER FORMS

Adult Camper Information Form

Review and update every year

Completed: _____

Information for adults attending a summer camp program at Silver Lake. Having adults at camp is both a joy and a challenge. Because we are caring for children who are not related to you, we are required to follow certain State statutes. We appreciate your willingness to be in compliance with the rules.

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FAMILY/GROUP CAMPER FORMS

Family Camp Demographic Info Form Review and update every year Completed:_____

Information collected includes: church participation information, ethnic identity, and how you heard about Silver Lake. ***Complete one form for your entire family camp group.***

Family Camp/Group Release Form Review and update every year Completed:_____

Please read through and indicate your agreement to each statement. Your online signature indicates you read and fully understand this Acknowledgement and Release of Liability, including the release of all claims, including claims for the negligence of the Released Parties. Your online signature also gives permission for your camper to participate in our high and low ropes courses and gives our photographer permission to take photos and videos of your camper. ***Complete one form for your entire family camp group.***

MEDICAL FORMS

The Health History and Doctor Signature Page medical forms must be completed for each person attending camp, regardless of age.

Health History (HH) Review and update every year Completed:_____

This American Camp Association-approved health form can be filled out by a parent/guardian. If you have completed it before, review and update it with new information. Have insurance information and immunization dates*ready (Adult campers are not required to provide immunization records, but date of last tetanus booster is important). Your online signature on this form gives permission for our camp nurse to treat your camper. (**Note:** Copies of Insurance Cards are not required. If your camper must see a doctor while at camp, you may be contacted to provide a copy of your insurance card. The Camp Nurse will make every effort to contact you before bringing your camper to a doctor.)

Note: Indicating on the HH that your camper does not need a Plan of Care/Action Plan and/or will not be bringing medications does not remove the requirement for completing those forms from your account. These requirements need to be removed administratively and will be checked periodically by a Silver Lake staff member. If you have a question or concern, please contact Silver Lake at slcrc@silverlakect.org.

**Silver Lake follows the immunization requirements for students enrolled in Region 1 Connecticut schools. If anyone in your family has a medical exemption, please contact us for more information.*

MEDICAL FORMS TO DOWNLOAD

Doctor Signature Page Valid for 2 years from exam date Dr. Signed:_____ Uploaded:_____

This form must be downloaded, printed, completed, and signed by your doctor. It certifies that your camper has had a physical and can participate in camp activities. Each person gets a unique form with barcode. Please go through the download for each camper.

See below for instructions on uploading forms. *

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Medication Authorization Form

Valid for 1 year from signature

Dr. Signed: _____ Uploaded: _____

This form is required for the nurse to dispense medication to campers under age 18. This form must be downloaded, printed, completed, and signed by your doctor. **All medications coming to camp with the camper (under age 18) must have their own form signed by the doctor.** This includes: prescriptions, vitamins, supplements, and over the counter (the Health History form has a list of over the counter medications we have on hand – anything we stock does not need to come with your camper).

See below for instructions on uploading forms. *

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Uploading forms

Page one gives you instructions for returning the form via fax, email, or mail so it will be digitally attached to your registration account. This is preferred. You can substitute with school or another camp's form; but be sure to include your camper's name and the name of the program they are attending on the form. Then you must upload the document(s) to your UltraCamp registration account.

Alternatively, you can email a PDF to slcrc@silverlakect.org, fax to 860-364-1000 or mail to 223 Low Rd. Sharon, CT. 06069. **Note 1:** If you have submitted a Doctor's Signature Page or Medication Authorization Form in the past but it has expired, it will not appear in the list of Forms on your camper's Detail page.

Note 2: Once a form has been uploaded, it can take some time to fully process and appear in the UltraCamp account. If it has been 24 hours or more and it still is not in the account, please contact Silver Lake at slcrc@silverlakect.org.

Medication Information

Review & update annually Completed: _____

If you are completing a Medication Authorization Form, please enter the medication information into your camper's online record. This greatly speeds up check in: Our camp nurse must keep an e-log of the medications administered. **To enter/update medications:**

1. From My Account, click on your camper's name to get to their Detail page.
2. Under Medications, click "Manage Medications."
3. Enter each medication; click "Save Medication" after each addition.
4. Click "Done Entering Medications" when complete.

Remember to bring all medications to check-in in their original bottles. Bring only enough medication for the session.