

# SILVER LAKE


## Camp & Retreat Center

### OVERNIGHT YOUTH CAMPER

### Guide to Silver Lake Required Forms

We are so excited your camper 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 to the Document Center. **Note:** If a Doctor's Signature Page, Medication Authorization Form, or Plan of Care/Action Plan 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 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.***

**Camper Care Information**      **Review and update every year**      **Completed: \_\_\_\_\_**

Tell us how we can ensure your camper has a great week at camp! Allergies, home and/or school challenges, past camp experience – tell us what will make your camper comfortable away from home.

**Camper Demographic Info Form**      **Review and update every year**      **Completed: \_\_\_\_\_**

Information collected includes: church participation information, ethnic identity, and how you heard about Silver Lake.

**Housing Assignment Options**      **Review and update every session**      **Completed: \_\_\_\_\_**

Silver Lake offers all-gender bunkrooms. This form asks you to indicate your willingness to be placed in an all-gender bunkroom. All members of the bunkroom will be provided with private changing areas.

If you have questions, please contact [slcrc@silverlakect.org](mailto:slcrc@silverlakect.org).

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### Youth Camper 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 video of your camper.

### Important Information on Financial Policy

Review and update every year

Completed: \_\_\_\_\_

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

## MEDICAL FORMS

### 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. 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 questions or concerns, please contact Silver Lake at [slcrc@silverlakect.org](mailto:slcrc@silverlakect.org).

*\*Silver Lake follows the immunization requirements for students enrolled in Region 1 Connecticut schools. If your camper 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 instructions on uploading forms below. \*

### Medication Authorization Form

Valid for 1 year from signature

Dr. Signed: \_\_\_\_\_ Uploaded: \_\_\_\_\_

***If your camper will need medications at camp,*** this form must be downloaded, printed, completed, and signed by your doctor. **All medications coming to camp with the camper 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). **This form is required for the nurse to dispense medication to your camper.**

See next page for instructions on uploading forms. \*

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**Plan of Care/Action Plan Form**    **Complete every year**    **Parent/Guardian Signed: \_\_\_\_\_**    **Uploaded: \_\_\_\_\_**

***If your camper has a plan of care/action plan***, this form must be downloaded, printed, completed, and signed by a parent or guardian. As part of the Health History and Camper Care forms, you were asked if your camper has a Plan of Care/Action Plan.

According to state regulations, *“a Plan of Care is needed for campers with disabilities or special health care needs, such as allergies, special dietary needs, dental problems, hearing or visual impairments, chronic illness, developmental variations or history of contagious disease.”*

If you are not sure whether your camper will need a Plan of Care, please call or email Silver Lake for guidance.

See below for instructions on uploading forms. \*

## 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](mailto: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 more than 24 hours and it still is not in the account, please contact Silver Lake at [slcrc@silverlakect.org](mailto: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 week.**