


## DAY CAMP Guide to Silver Lake Camp 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.

**We ask that you complete all forms 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 document.

**To review/edit forms** already in process or completed, go to <https://www.ultracamp.com/clientlogin.aspx?idCamp=399&campCode=slc> and 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 has expired, it will not appear in the list of Forms on your camper's Detail page.

## GENERAL CAMPER FORMS

**Acknowledgement of Risk and Release of Liability**      **Good for 1 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.

**Behavioral Covenant**      **Good for 1 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 signature.***

**Challenge Course Release Form**      **Good for 1 year**      **Completed:\_\_\_\_\_**

Your online signature gives permission for your camper to participate in our high and low ropes courses.

**Church Information**      **Review & update annually**      **Completed:\_\_\_\_\_**

Please select your church from the drop-down menu. If you belong to a non-UCC or your church is not listed in one of the drop-down menus, please enter the name of your church in the box below. We tell churches which of their youth are attending Silver Lake, and they rely on your selection to budget for scholarships, celebrate participation, and support your camper's Silver Lake experience.

**Note:** If you do not attend church, there is an option to indicate "No Church Affiliation"

**Important Information on Financial Policy****Review & update annually****Completed: \_\_\_\_\_**

Complete this form to acknowledge that you understand our financial policy. If you have more than one camper attending, ***this form only needs to be completed once for your account.***

**Photo & Video Release****Good for 1 year****Completed: \_\_\_\_\_**

Your online signature gives us permission to take photos and video of your camper.

**Special Needs****Review & update annually****Completed: \_\_\_\_\_**

Tell us how we can ensure your camper has a great week at camp! Allergies, home/school challenges, past camp experience – tell us what will make your camper comfortable away from home. This form is required even if you have no special needs.

**Sunscreen & Bug Spray Release Form****Review & update annually****Completed: \_\_\_\_\_**

Complete this form to indicate if you give your permission for Silver Lake staff to assist your camper in re-applying sunscreen and bug spray, or not.

## HEALTH FORMS

**Health History (HH)****Review & update annually****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 card and immunization dates\* ready. Your online signature on this form gives permission for our camp staff 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 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](mailto:slcrc@silverlakect.org).

*\*Silver Lake follows the immunization requirements for students enrolled in Connecticut schools. In addition, Silver Lake requires all guests to our site to be fully vaccinated against Covid-19. If your camper has a medical exemption, please contact us for more information.*

**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 next page for instructions on uploading forms. \*

**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. Medications include prescriptions, vitamins, supplements, and over the counter (look at the CamperHealth History form for a list of medications we have on hand before sending OTC meds). This form is required for the nurse to dispense medication to your camper.

See next page for instructions on uploading forms. \*

**Plan of Care Form**      **Valid for 1 year from Signature**      **Parent/Guardian Signed: \_\_\_\_\_** **Uploaded: \_\_\_\_\_**

***If your camper will need a plan of care***, this form must be downloaded, printed, completed, and signed by a parent or guardian. As part of the Camper Health History, you were asked if your camper requires a Plan of Care form. 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 contact 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 24 hours or more 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:** From My Account, click on your camper's name to get to their Detail page. Under Medications, click “Manage Medications.” Enter each medication; click “Save Medication” after each addition. Click “Done Entering Medications” when complete. ***Remember to bring all medications to check-in in their original bottles. Bring only enough medication for the day.***

## Guide to Silver Lake's Camp Store

**Camp Store Accounts** allow your camper to purchase snacks at their daily store time, as well as Silver Lake memorabilia, such as t-shirts, sweatshirts, water bottles, and other fun keepsakes. They will also have the option to donate to the Missions Silver Lake supports. Each summer, we support up to three non-profit organizations through our Missions program. Campers will learn about these organizations and then can choose to support them through a camp store donation. Please talk with your camper about an appropriate amount to donate; we recommend designating \$5 for Missions. We suggest budgeting \$3 a day to purchase a snack during the daily store time.

### **Put money in your campers' Store Account via UltraCamp**

Go to <https://www.ultracamp.com/clientlogin.aspx?idCamp=399&campCode=slc> and log in. Click the menu icon  then click on "Camp Store" from the list. Click "Store Deposits." Enter the desired amount and follow prompts to complete payment. Any remaining balance can be left for another session of camp or can be refunded for cash during checkout. Money left at the end of the camp season in August will be donated.

**Photo Collections** are a great way to remember the session, with many photos from our camp photographer. They are \$20, and the link will be emailed out after the camp session has ended. To purchase, follow the instructions below. \*

**Store Purchases** can be made for Photo Collections when you make your reservation or by online purchase no later than the Monday of your camper's camp.

**To add a Photo Collection online**, log in to My Account Overview. Click "Reservations," then click on the camp session to which you want to add the Photos. On the Reservation Detail page, under the "Reservation Items" section, next to "Options," click "Edit." On the PricingOption page, click "Next." Make your selection of Photos, click "Next." At the Cart page, review and click "Next" to proceed to payment.