



MUNICIPALITY OF

PORT HOPE

PARKS, RECREATION & CULTURE

Holiday Camp Consent Form

Town Park Recreation Centre
62 McCaul Street, Port Hope, ON L1A 1L2 • 905-885-7908

Holiday Camp Consent Form

The Municipality of Port Hope Department of Parks, Recreation and Culture takes pride in providing a safe and fun camp experience for everyone. Please fill out the below form and any additional required forms as needed. This form will be required before your camper can attend camp. Please fill out one form per camper. If you have questions or concerns with this form, please contact: daycamp@porthope.ca or call [905-885-7908](tel:905-885-7908)

Child's first name: *

Child's last name: *

Emergency Contact Details

Emergency contact first name: *

Emergency contact last name: *

Emergency contact phone number: *

Camp Attendance Details

Sign in and Out of Camp

It is required that campers be signed into and out of camp each day. A valid piece of **government issued ID** (photocopies and photos will not be accepted) will be requested upon sign out every day, even if it's the same person signing out each day. The camper may only be signed out by individuals on the authorized pickup list provided to the Municipality. Please ensure that the names of the authorized individuals provided to us match the valid/in date photo IDs presented at pick up. Please ensure you provide up to date information at the time of registration (don't forget to include yourself) or notify us of any changes.

Campers will not be allowed to be signed in before the start of camp. This time is used for preparing for the day and staff are asked to wait until the designated start time. Sign out for camp is no later than 4:30 p.m. unless they are registered for extended care.

For the safety of your child, we highly encourage that an adult sign the child into camp and pick them up each day. However, if they are a minimum of 10 years old, they may sign themselves in and out with consent. If your child is authorized to sign themselves into camp please ensure a guardian is with them on Monday morning to ensure all documents are correct and that they have all the required information needed.

Authorized pick-up person's first and last name *

First and last name of authorized pick-up person #2 if applicable

First and last name of authorized pick-up person #3 if applicable

First and last name of authorized pick-up person #4 if applicable

I authorize for my child (10 years and older) to sign themselves in and out of camp *

- ☐ Yes
- ☐ No

Late sign-in or early sign-out procedure

If your child is going to arrive late to camp or picked up early, we ask that you please call the Town Park Recreation Centre at 905-885-7908 so they can alert camp staff. When you arrive, please check in with customer service and they can help direct you to the proper camp location. Please note that camp staff are asked to follow their daily schedule. This might mean that campers may be outside of the building when you arrive. Please always call ahead so that you can be directed to the appropriate location and that camp staff can be notified in advance.

I have read the late sign in and early sign out procedure *

- ☐ Yes

Illness procedure

If your child is displaying signs of illness, please do not send them to camp for the consideration of other campers and staff. If your child will not be attending camp, please call the Town Park Recreation Centre at 905-885-7908 to notify staff and reason for their absence. Should your child show symptoms of illness while participating in camp, leaders are to follow procedures to help the child receive proper care. If a call home has been made due to illness, an authorized person needs to be available to **pick the child up within one hour**.

I have read the illness procedure *

☐ Yes

Food at Camp

The Municipality of Port Hope is encouraging campers to bring a litter-less lunch as we work towards being more environmentally friendly.

- We are a nut-free camp – if a camper brings any food containing nut products, the product will be removed from camp and returned to the family at the end of the day. However, if the child's lunch contains a nut product, a guardian will be called and asked to make arrangements to replace the lunch.
- Children are not able to share food with other campers unless they are from the same house.
- A special treat may be provided to campers from camp staff such as freezies or ice cream. Please ensure all dietary restrictions are provided below.

I authorize my child to have a treat provided by the Municipality of Port Hope Day Camp *

☐ Yes

☐ No

Does your child have any food allergies? *

☐ Yes

☐ No

Please specify the food allergy

Allergies and Medication

Camp staff are not medical professionals and are not authorized to administer medication except for Epi-Pens in the event of an emergency. Staff can only support campers with reminders to take medication, store medication and supervise campers while they self administer medication. If you child needs medication with them, you are required to fill out the [Medication Form](#).

Will your child require an additional medication form? *

☐ Yes, I will be submitting an additional medication request form

☐ No, my child does not require medication at camp

Camper Behaviour

Our goal is to make camp enjoyable and safe for everyone! Our staff emphasize kindness, and are trained in behavioural management strategies, and incorporate resources from the [High Five Principles of Healthy Child Development](#). Inappropriate/coarse language, harassment, bullying, eloping and aggressive behaviours are not permitted at camp. These behaviours will be documented and reported. Serious or persistent challenging behaviours may require immediate attention from camp staff and parent/guardians, and may result in dismissal from camp. Parents/guardians are expected to make arrangements for their child to be picked up from camp within 30 minutes of receiving a phone call about behaviour. Staff will review the following behaviour expectations with campers on the first day of camp, and throughout the camp program.

- Respect participants and staff, and care for the building, equipment and materials provided
- Follow staff direction and instructions and be open to trying new things and participating
- Use appropriate language and be kind to others (no bullying behaviour)
- Always remain with your assigned group and staff
- Hands Off – no touching other participants or their belongings
- Have fun!

If your child has behavioural concerns, please email us at daycamp@porthope.ca or call [905-885-7908](tel:905-885-7908)

I have read and understood the camper behaviour expectations *

☐ Yes

Photo/Video/Audio Consent

Your child is participating in a program where the Municipality of Port Hope may take photos, videos, or audio recordings. These may be used for municipal activities, events, or promotional materials in print and online, including on the Municipality's website and social media. Images, videos, or audio recordings that clearly show your child are considered personal information. The Municipality collects, uses, and shares this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This form seeks your permission to use their image or voice in promotional materials. For questions, contact communications@porthope.ca or visit 56 Queen St., Port Hope, ON

Participant photography/video/audio consent *

- ☐ I understand that photographs, videos, or audio recordings of my child may be shared publicly, including on the Municipality of Port Hope's website and other platforms. I acknowledge that the Municipality has no control over how these materials may be used by others. I consent to the Municipality of Port Hope or its authorized representatives taking and using photos, videos, or audio recordings of my child. I allow the Municipality to use, reproduce, publish, and distribute these materials in municipal publications, advertisements, or online.
- ☐ No, I do not provide consent for photography, video, or audio recordings.

Parent/legal guardian name: *

Signature of Applicant *

Date

Under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and in accordance with the *Child Care and Early Years Act, 2014*, personal information, including medication details, is collected for emergency preparedness and to support campers while attending camp. The information will only be kept for as long as necessary to fulfill the purposes for which it is collected. Questions regarding the collection, use and disclosure of personal information can be directed to the Municipal Clerk at 905-885-4544 or clerk@porthope.ca