

## DAY CAMP Guide to Silver Lake Camp Forms

We are so excited your child 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 software, UltraCamp, allows us to collect forms securely, speeding up check-in and simplifying your registration for future programs. Hooray! 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 [www.silverlakect.org](http://www.silverlakect.org),



To review/edit forms already in process or completed, go to [www.silverlakect.org](http://www.silverlakect.org), click “Registration” in the column on the right 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 child’s Detail page.

### CONFEREE (CAMPER) FORMS (10 min)

**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 child 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 write 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 child’s Silver Lake experience.

**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 our photographer permission to take photos and video of your child.

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

Tell us how we can ensure your child has a great week at camp! Allergies, home/school challenges, past camp experience – tell us what will make your child 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 RECORD (20 min)**

**Camper Health History**      \* Review & update annually      Completed: \_\_\_\_\_

This American Camping Association-approved health form can be filled out by a parent/guardian. If you 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 child. (**Note:** Copies of Insurance Cards are not required as the form asks for insurance information. If your child 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 child to a doctor.)

**Covid-19 Vaccination Record**      \*Review & update annually      Completed: \_\_\_\_\_

Silver Lake requires all guests to our site to be fully vaccinated against Covid-19. Those who are not able to be vaccinated due to a medical condition or due to age may show proof of a negative PCR test taken not more than 3 days before the event. If someone in your family who is coming to camp has a medical exemption or is too young for a vaccine, please contact us for more information.

This form must be downloaded, printed, completed, and signed by the parent/guardian. Each person gets a unique form with barcode. Please download the form for each camper. See instructions on uploading forms, below Plan of Care on the next page. \*

**Doctor Signature Page**      \* Valid for 2 yrs from exam date      Dr. Signed: \_\_\_\_\_ Uploaded: \_\_\_\_\_

This form must be downloaded, printed, completed, and signed by your doctor. It certifies that your child 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 Plan of Care on the next page. \*

**Medication Authorization Form**      \*Valid for 1 yr from signature      Dr. Signed: \_\_\_\_\_ Uploaded: \_\_\_\_\_

***If your child 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 (take a look back at Camper Health 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 child. See next page for instructions on uploading forms. \*

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

***If your child 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 child requires a Plan of Care form. According to state regulations, a Plan of Care is need 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 child 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 this 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 child’s name and the name of the conference they are attending on the form. Then you must email a pdf to [slcrc@silverlakeect.org](mailto:slcrc@silverlakeect.org), fax to 860-364-1000 or mail to 223 Low Rd. Sharon, CT. 06069. **Note:** 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 child’s Detail page.

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

***If you are completing a Medication Authorization Form***, please enter the medication information into your child’s online record. This greatly speeds up check in: Our camp nurse must keep an e-log of the medications administered. **To find this form:** From My Account, click on your child’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 make a donation 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 have the opportunity 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 their Store Account via UltraCamp!**

Click the “Registration” link at [www.silverlakeect.org](http://www.silverlakeect.org).



**Photo Collections** are a great way to remember the session, with hundreds of photos from our camp photographer. They are available when you pick up your child and are \$20. 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 child’s camp. **To add a Photo Collection online**, log in to My Account Overview. Click “Reservations,” then click on the conference 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 Pricing Option page, click “Next.” Make your selection of Photos, click “Next.” At the Cart page, review and click “Next” to proceed to payment.