



2020 Summer Day Camp

Parent Handbook

Magic Wheels Fun Center
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Clarksville, TN 37042
931-906-7300

Email: magicwheels.sc@yahoo.com

Website: MagicWheelsFun.com

Facebook and Instagram: @magicwheelsfun

Let's Roll!!!

Our staff is looking forward to an exciting summer with your child! This handbook contains Magic Wheels Fun Center's Camp policies and procedures. By signing the following, you agree that you have reviewed and agree to follow the policies, procedures and practices set forth within the Magic Wheels Fun Center's Summer Camp Handbook.

Format: Our camp is set up in one-week sessions, from June 23rd through August 20th.

Hours of Operation: Tuesday - Thursday 9:30 am – 12:30 pm

Age range for campers: Completed Kindergarten – 6th grade

Cost: \$50 per week.

Thank you for choosing Magic Wheels Fun Center!

Policies and Procedures

Drop-off and Pick-up Procedures

Our drop-off time is between 9:15 am - 9:30 am each morning. You will pull up out front and someone will be there to receive your child. Please ensure that your child is here before 10:00 am or they will not be permitted to join us for the day. Our pick-up time is between 12:30 pm and 12:45 pm each afternoon. You, or someone authorized by you 16 years of age and above, must pull up in front of our building.

Billing and Payment Policy

Payments are due on Thursday prior to the start of the camping week. We offer an automatic credit/debit card charge option.

Snack

Campers will be provided a snack. Please list any food allergies on registration forms.

Personal property rules

Campers may bring their own roller skates or roller blades, but staff assumes no responsibility for keeping up with these items. Trading cards, electronic items (games, headphones, etc.), and weapons of any kind will be confiscated and returned at the end of the day. Camp management reserves the right to add items to this list at any time if it becomes necessary. Any item being misused or used for camp distraction is subject to be confiscated by camp teachers. All property should be labeled with the camper's name. Our lost and found is located by the exit.

Proper attire

Please send your child to camp in soft-soled, closed-toe shoes, as sandals are not functional for all camp activities, and hard soles are not allowed on the skate floor. Campers must have socks to participate in activities. Please follow our normal dress code and do not send your child with a crop top or open sided

shirt. We do not want any tummies showing. Magic Wheels Fun Center management reserves the right to determine the appropriateness of slogans, pictures, etc. on clothing. Advertisements for alcohol or tobacco are not allowed. We have full confidence that parents will exercise good taste in this regard.

Camper release

Campers will be released only to people listed on the pick-up authorization form. If someone other than a parent is to pick up your child, please let us know as soon as possible. If there is a change during the day, please call to let us know. All of these policies help us to ensure your child's safety.

Late pick-up

Camp closes at 12:30 p.m. each day. Please be on time to pick up your child. **There will be a \$10 late charge per family for each 15 minutes, or fraction thereof, after 12:30 p.m.** We reserve the right to raise this fee for anyone who is consistently late. We greatly appreciate punctuality on your part.

Photography

To promote MWFC and its programs, photos may be taken of the children while they are participating in our camp activities. We will use this for promotions, social media, and various marketing for Magic Wheels Fun Center. As a parent, you must give consent to have your child photographed and relinquish all rights, title, and interest. A photo release form is enclosed in this registration packet.

Proper communication channels

Parents are encouraged to get to know the counselors who are charged with the care of their child. It is our goal to establish a strong bond between your family and our staff. If the need arises for you to address a concern that involves a counselor, please be sure to go through a member of head staff to do so. Please do not directly confront a staff member in the unlikely event that a grievance arises. It is also necessary to go through a member of head staff to address any

concern you have about a camper who is not your child, or if you have a dispute with another camp parent. Please do not confront campers or camp parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your camp registration. These policies exist for your own protection, so that we may ensure that disputes are witnessed, mediated, and properly documented and resolved.

Illness/Injury notification

In the event of your child's illness, we will contact you at the numbers you provide. In the event of an injury, we will provide first aid at camp. If the injury consists of anything other than minor scrapes, cuts, or bruises, we will contact you for further instruction. In a severe emergency, we will begin treatment and arrange for transportation to a hospital whether or not we are able to reach you. For anything other than the most minor of injuries or illnesses, we will have a completed incident form for you to view and sign, and a copy of the same for you to take with you.

Sick Children

In the interest of every child's well-being, only healthy children will be cared for at the camp site. These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100.4 degrees during the previous 48-hour period.
2. If he/she has diarrhea or vomiting during the previous 24-hour period.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.
5. **If your child has been sent home for head lice and you do not have proof of treatment.**

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given **one hour from the time of notification** to do so. Children who are ill will be held in a separate area. If the child is not picked up during that time, the **child could be suspended** from the program. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the camp site.

Medication Policy

MWFC will have a first aid kit that will include some over the counter medications. These medicines will be listed on the registration form. Only the medications you approve/select will be administered, if ever needed. If the camper is required to take prescription medications, MWFC staff must be notified and the prescription must have label intact and clear instructions.

Behavior Management

Our approach to discipline is to help guide our campers in making good decisions. If there is an incident, MWFC will help the camper by reviewing our expectations for them. We will redirect their behavior and help them to set behavior goals that will help guide them in the right direction. We may also have the camper take a break from our activities for reflection on how they can better interact with their peers. Parents are kept informed of all but the most trivial infractions and are provided with a copy of any incident reports filed. As a camp, we rely heavily upon parents to follow up with the camper at home when necessary. We consider the process of camper discipline to be a partnership between the parents and our staff.

MWFC cares about the safety of every child in our care. Our goal each day is to ensure our campers feel safe. All children will likely commit some infraction from time to time, by simple virtue of the fact that they are children. Habitual infractions that present a hazard to other campers or have the potential to create a breakdown in camp operation present a more serious concern. We reserve the right to determine the suitability of such a child for our camp environment. In

such cases, this is not an act of judgment, but a determination that Magic Wheels Fun Center may not be a good fit for the child.

Dismissal

1. If a child habitually refuses to acknowledge the authority of camp staff.
2. If the actions of the camper present a hazard to other campers or significantly disrupt camp operations.
3. If the parents of the child refuse to acknowledge a pattern of documented serious problems or refuse to partner with camp staff in correcting the situation.

In a case where the camper in question has subjected the camp to hazard through his or her actions, camp management may disallow the camper from the premises after the first infraction. In all other cases, three such infractions are necessary before expulsion is considered. Camp management reserves the right to make determinations regarding the seriousness of any infraction and the level of threat it presents to the camp as a whole. We will always make every conceivable effort to work with all campers entrusted to us.

Explanation of Unacceptable Behavior

All campers, parents, and staff at Camp are expected to refrain from foul language, physical violence or force, or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, carrying firearms or other weapons, wearing clothing or slogans on clothing that are considered lewd or distasteful

Magic Wheels Fun Center Summer Camp Code of Conduct

I will respect my fellow Campers and their personal belongings by not picking on or making fun of others, instigating verbal, or physical fights, going into and/or stealing other Camper's belongings.

I will respect the counselors and staff by listening to and following their instructions.

I will respect the Camp by not stealing or causing damage to Camp property.

I will respect myself and others by not using inappropriate language, nor will I bring to Camp any weapons, drugs/alcohol (aerosol cans), tobacco or inappropriate/explicit material (images, music, etc.)

I understand that if I am in violation of these rules, my parents may be notified and I may be sent home, and the Magic Wheels Summer Camp reserves the right to search my personal belongings if there are safety concerns.

Child's Name _____ Date _____

Parent's Signature _____ Date _____

The camper Code of Conduct is designed to ensure that all the participants in the camp program have a safe and happy camp experience.

Magic Wheels Fun Center Summer Camp Registration Form

Student

First _____ Last _____

Gender: Male _____ Female _____

School Name _____

Last Grade Completed _____ Birth date ____/____/____ Age _____

Street Address _____

City _____ State _____ Zip code _____

Parent/Guardian - Contact Information

Parent/Guardian #1

First _____ Last _____

Street Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Work Phone _____

E-mail _____

Occupation _____ Employer _____

Parent/Guardian #2

First _____ Last _____

Street Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Work Phone _____

E-mail _____

Occupation _____ Employer _____

Camp Dates

Please check next to the week(s) which you are registering the student

_____ June 23 - June 25 => Skate Coaching - All Levels

_____ June 30 - July 2 => Team Building Fun

_____ July 7 - July 9 => Skate Coaching - All Levels

_____ July 14 - July 16 => Game Zone

NO CAMP during repairs and maintenance weeks
=> July 21-23 ; July 28 - 30 ; August 4 - 6

_____ August 11 - August 13 => Skate Coaching - All Levels

_____ August 18 - August 20 => Games and Fun Activities

Emergency Contact Information

Alternate Pickup/Release (If Parent/Guardian listed is unavailable)

Emergency Contact #1

First Name _____ Last Name _____

Cell Phone _____ Work Phone _____

Email _____ Relation to child _____

Emergency Contact #2

First Name _____ Last Name _____

Cell Phone _____ Work Phone _____

Email _____ Relation to child _____

I understand that I will be notified in the case of a medical emergency involving my child. In the event that I cannot be reached, I authorize the calling of a doctor and the providing of necessary medical services in the event my child is injured or becomes ill.

Parent's/Guardian's Initials _____

I understand that Magic Wheels Fun Center, its owners, employees, and volunteers will not be responsible for any medical expenses that may be incurred, but that such expenses will be my responsibility as parent/guardian.

Parent's/Guardian's Initials _____

Medical Release Information

Insurance Information

Policy Number _____

Name of Health Insurance Provider _____

Primary Physician _____

Address _____

Phone _____ Hospital Preference _____

Please list any medical concerns, including any requiring maintenance medication (i.e. Diabetic, Asthma, Seizures).

| <u>Medical Problem</u> | <u>Required Treatment</u> | <u>Should paramedic be called</u> |
|------------------------|---------------------------|-----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Are there any food or environmental allergies that we need to be aware of?

Is your child presently being treated for an injury or sickness, or taking any form of medication for any reason?

Yes__ No__ If yes, explain: _____

Is your child allergic to any type of food or medication?

Yes__ No__ If yes, explain: _____

Does your child require a special diet?

Yes__ No__ If yes, explain: _____

Over the Counter medications in our first aid kit will be administered if needed and only with your consent. We will report to you any medication administered and why it was administered. **Please circle the following medications you would allow your child to receive if needed:**

Acetaminophen/Tylenol Ibuprofen/Motrin Diphenhydramine/Benadryl
Neosporin Ointment First Aid Spray Cough Drops
Vaseline (for chapped lips) Insect Bite Relief Lactaid

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Photo Release

I hereby give permission for my child to be photographed during the **2020 Magic Wheels Fun Center Summer Camp**. I understand the photos will be used to keep a journal of activities, to share during power point presentations and for promotional purposes including flyers, brochures, newspaper and on the internet. I understand that although my child's photograph may be used for advertising, his or her identity will not be disclosed, I do not expect compensation and that all photos are the property of **Magic Wheels Fun Center Summer Camp** and its affiliates.

Parent's/Guardian's Initials _____

Magic Wheels Fun Center Summer Camp and its co-organizers are not responsible for lost or damaged personal property. All scheduled events are subject to change. Children's' photos and quotes may be used for publicity purposes. In case of an emergency, and if a family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Physician).

Guardian Signature: _____ Date: _____

Printed Name of Parent/Guardian: _____

Level of Skate Experience (please check which level applies)

Beginner_____ Intermediate_____ Expert_____

Please mark how you heard about the Magic Wheels Fun Center Summer Camp.

Website__ Facebook__ School __ Word of Mouth__ Flyer__ Other__

**Magic Wheels LLC
Waiver of Liability and Assumption of Risk**

PARENT/GUARDIAN MUST FILL OUT FOR CAMPER TO ATTEND (ONE PER CAMPER)

The Camper and/or their parent/guardian understands, acknowledges, and agrees that roller skating is an inherently dangerous and physically demanding activity. Participating skater assumes full responsibility for any risk of injury, property damage, or death while participating in activities at this establishment.

Campers and/or their parent/guardian hereby waive any and all claims including, but not limited to: bodily injury including death and property damage they may have against Magic Wheels Fun Center and all sponsors of the roller rink and their affiliates, partners, owners, employees, and volunteers from arising out of Participant's use of the Roller Rink and all surrounding areas.

Campers and/or their parent(s) or their guardians hereby release and hold harmless Magic Wheels LLC and all sponsors of the Roller Rink and their affiliates, partners, officers, directors, employees, agents, and volunteers from any and all liability for any loss, damage, or expense that the Participants or their respective heirs, assigns and legal representatives may suffer as a result of Participant's use of the Roller Skating Rink, from any cause whatsoever, including but not limited to, negligence or breach of contract on the part of Magic Wheels LLC and all sponsors, in the operation, supervision, design, maintenance, or condition of the skating surface, or of the Roller Rink and all surrounding areas.

I HAVE READ THIS ASSUMPTION OF RISK, WAIVER OF LIABILITY AND RELEASE AGREEMENT. I CONSENT TO MEDICAL TREATMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Participant Printed Name _____

Date of Birth _____

Signature _____

Date _____

Address _____

City _____ State _____

Minors: under 18 years of age

Parent/Legal Guardian Printed Name _____

Relationship _____

Parent or Legal Guardian Signature _____

Date _____