

# Chautauqua Boys' and Girls' Club

## Camper Form, Registration Information, and Program Details

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Page 6:	<b>Required Camper Form – must be completed</b>

### **For a child to begin attendance at our camp:**

- ✓ Payment
- ✓ Bring 3 completed copies of the Camper Form (on page 6)
- ✓ Bring 1 copy of the child's immunization record, or enter the dates on the Camper Form

### **To register for camp:**

1. Provide payment and basic information (name, gender, exact grade level, weeks attending):  
*Group placement is based on next fall's grade level. Please ensure the correct grade level when making payment, since a difference of one grade level changes the group placement.*

#### January through mid-June:

Online: [www.chq.org](http://www.chq.org)

Phone: (716) 357-6250

Mail: Using Chautauqua's ticket order booklet

#### During the summer season:

Phone: (716) 357-6295

In-person: During camp hours

Sundays: 12:00-3:00 PM in Hultquist Center

2. Complete the Camper Form on page 6 in its entirety and print three copies. Bring all 3 copies with you to Chautauqua.

### **Camper Form Instructions:**

1. Complete all fields on the Camper Form, either typed on your computer or handwritten.
2. This pdf allows you to save what you type into the fields. Once completed, save it to your computer for use in future years. In the years that follow, open your saved form, update information that has changed (age, grade, health updates), print, and sign/date.
3. After printing 3 copies of the completed form, please sign the bottom of each copy.
4. Bring the 3 copies of the Camper Form and 1 copy of the child's immunization record.  
If you type in the immunization dates on the form, you do not need to bring a separate copy of the immunization record.

## FIRST DAY CHECK IN

Two options - Sunday afternoon or Monday morning:

### **Option 1 - MONDAY MORNING AT CLUB:**

1. Please look for the pre-paid table set up on the road outside the Beeson Youth Center on Monday mornings 8:30 – 9:00 AM.
  2. Present your completed Camper Form(s) to our staff in order to check in. Please have 3 identical copies of the completed form.
  3. We will use our registration lists to verify payment, grade level, and weeks enrolled.
  4. You will be given a stamped copy of the form to give to your child's counselors.
- \*You must check in and have a stamped form before bringing the child to his/her group.

If you did not register (pay for) the child prior the summer, you may take care of payment and complete paperwork at our office in the Beeson Youth Center.

On Mondays our office opens at 8:30 AM, and at 8:50 AM Tuesdays - Fridays.

### **Option 2 - SUNDAY AFTERNOON IN HULTQUIST CENTER ( ON BESTOR PLAZA):**

You may hand in forms and/or pay on Sundays instead of Monday morning. Doing so will enable you to proceed directly to your child's group Monday morning.

Available Sundays 12 PM – 3 PM in Hultquist Center (on Bestor Plaza).

Already paid: You may check-in with your completed forms.

Not yet paid: You may take care of payment and fill out forms. Please pay the cashier first.

Become a fan of Boys and Girls Club on Facebook:

[www.facebook.com/ChautauquaClub](http://www.facebook.com/ChautauquaClub)

- Photos and updates throughout the summer
- Event date announcements and other information throughout the rest of the year

You do not need a Facebook account to access/bookmark our page.

## INFORMATION ABOUT YOUR CHILD'S CAMP EXPERIENCE

Boys and Girls Club is a day camp for children entering grades 2 – 10. Children are grouped by gender and the grade they are entering in the fall (i.e. all fourth grade girls are placed in Group 4 Girls). Each group is staffed with a head counselor and two assistant counselors. Waterfront staff holds current Red Cross certifications. Specialty counselors lead activities such as arts and crafts, music, nature, basketball, tennis, and sailing. A schedule of activities has been designed for each group tailored to the developmental needs of each age. For this reason we are unable to place a child in a group above or below their actual age/grade level.

CAMP HOURS: Monday through Friday 9:00 – 12:00 and 2:00 – 4:00

Each day includes four activity periods of 45 minutes each in the morning and two periods of one hour each in the afternoon. A chart showing the activities for each grade level is on page 5.

### GENERAL INFORMATION:

- Assemblies are held at 9:00 and 2:00. Groups 2-4 meet in the Girls Club building, groups 5-8 on the waterfront benches, and SAC at the brick wall on the road at the base of the ravine. We begin each day with the Pledge of Allegiance and our Club Song. Announcements are also given and it is important for children to arrive on-time so they do not miss the information provided at the assemblies.
- Bring a bathing suit and towel each morning and afternoon.
- Please don't bring valuables, such as cell phones, iPods, and other expensive items, to Club.
- Campers are not permitted to use cell phones while at Club. We suggest leaving phones at home so they can focus their time on those around them and to fully participate in activities.
- Wear sturdy shoes (i.e. sneakers) and clothing appropriate for active play.
- Please check our lost and found area for missing items, or our office for valuables. Unclaimed items are taken to Chautauqua's Lost and Found near the Main Gate weekly (716-357-6314).
- Daily schedules and a calendar of events are posted in the Beeson Youth Center.
- A newsletter is sent home weekly.
- Please make sure your child knows where to go when dismissed at 12:00 and 4:00.

### DISMISSAL:

- Campers are dismissed by the counselors promptly at 12:00 and 4:00. **No supervision is provided beyond 12:00 and 4:00.**
- Please make sure your child knows where to go when dismissed.
- Picking up the child? Decide on a meeting spot with your child (i.e. a tree, bike racks, etc)
- Child going home on their own? Make sure they know the way home. A child new to Chautauqua usually needs a few days to learn their way around the town. Please remind the child of the importance of coming straight home if that is the expectation by you.

PLEASE LABEL ALL CLOTHING AND BELONGINGS WITH FIRST & LAST NAME

Hundreds of items go unclaimed each summer because they are not marked with the child's name. Labeling all items enables us to return a lost item to its owner.

### LOST AND FOUND:

Our lost and found box is located in the hallway of the Beeson Youth Center. It is available 24 hours a day / 7 days a week. Once a week we bring unclaimed items to Chautauqua Institution's Lost and Found Department, located in a building between the Main Gate and the Fire Hall.

## TRANSPORTATION AND SAFETY

The safety of the children is important to all of us. To that end, we ask that you follow the guidelines below. Vehicular traffic in any areas, except as noted below, is prohibited and is police enforced.

### If you are staying within Chautauqua Institution:

- Driving children to Club, even on rainy days, is not permitted under any circumstances. Chautauqua is a pedestrian and bicycle friendly community where the use of cars to get from point A to B in the Institution is not allowed. It also creates a dangerous situation for the hundreds of children and staff traveling to/from Club by bicycle and on foot.
- Children may walk or ride a bike to Club with an adult, sibling, or on their own.
- Club does not provide busing. However, a bus and tram system is maintained by Chautauqua, with the South bus passing within a block of Boys and Girls Club.

### If you are coming from outside Chautauqua Institution to drop off / pick up:

- You must enter through the Bryant Gate at the far south end of the Institution.
- The South Gate will not permit entry for Club drop off / pickup.
- Bryant Gate hours: 8:45 – 9:15, 11:45 – 12:15, 1:45 – 2:15, and 3:45 – 4:15.
- Proceed straight ahead and down the hill by the tennis courts.
- Drop off / pick up children at the turn around area at the base of the hill
- Drop offs and pick ups on other streets/hills are not permitted

## Chautauqua Boys and Girls Club Activity Matrix

Group placement matches the grade level the child will enter in the fall.  
 The day is divided into 6 activity periods: Four 45-minute periods in the morning and two 1-hour periods in the afternoon, for a total of 30 activities Monday - Friday.

- ✓ indicates the group participates in the activity
- ✓ + indicates the group participates in the activity more than once each week

ACTIVITY	GROUP (FALL GRADE LEVEL)																
	1 Boys/Girls	2 Girls	2 Boys	3 Girls	3 Boys	4 Girls	4 Boys	5 Girls	5 Boys	6 Girls	6 Boys	7 Girls	7 Boys	8 Girls	8 Boys	9 & 10 Girls	9 & 10 Boys
Field Games	✓	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily
Instructional swimming	✓ +	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily	✓ Daily
Recreational swimming	✓	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +
2 indoor gym spaces		✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +
Music	✓	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +
Playground	✓	✓	✓ +	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Crafts I	✓	✓ +	✓ +	✓ +	✓ +	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Crafts II						✓	✓	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +
Volleyball Court			✓		✓	✓	✓	✓ +	✓ +	✓	✓	✓	✓ +	✓ +	✓ +	✓ +	✓ +
Ravine					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nature	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Canoeing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kayaking						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sailing						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tennis						✓	✓	✓	✓	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +
Basketball						✓	✓	✓	✓	✓	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +	✓ +
Electives *														✓ +	✓ +	✓ +	✓ +

\* Grades 8, 9, and 10 have electives two afternoons per week, in which each child selects their activities from a list of choices for that afternoon  
 \*\* Group 1 spends the mornings at Children's School and the afternoons at Boys and Girls Club, participating in two activities per afternoon.  
 Instructional swimming uses the Red Cross Learn to Swim program as the foundation of their lessons. On their first day children are placed in swim groups based on skill level.

**Scheduled activities may change due to special programs, camp events, or inclement weather.**

THESE BOXES COMPLETED BY STAFF UPON ARRIVAL

MUST BE STAMPED BEFORE CHILD CAN GO TO GROUP ↓

<b>GROUP</b>	<b>Registered for these Chautauqua week #s</b>									<b>Verification Stamp</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	

**CHAUTAUQUA BOYS AND GIRLS CLUB CAMPER INFORMATION**

PLEASE COMPLETE ALL FIELDS BELOW AND SIGN. BRING 3 COPIES OF THIS FORM AND 1 COPY OF IMMUNIZATION RECORD. TURN IN FORMS MONDAY MORNING AT CLUB OR SUNDAY AFTERNOON IN HULTQUIST CENTER.

**PERSONAL INFORMATION AND EMERGENCY CONTACTS**

Camper's Name: \_\_\_\_\_ Gender \_\_\_\_\_  
 Age: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Grade Entering in Fall: \_\_\_\_\_ (must be grades 2 – 10)  
 Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_  
 Chautauqua/Local Address: \_\_\_\_\_ Local Telephone: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_ City,State,Zip: \_\_\_\_\_  
 Is the child staying with the parents/guardians listed above while in Chautauqua? (Yes or No) \_\_\_\_\_  
 If child is staying with someone else, what is their name? \_\_\_\_\_ Relation: \_\_\_\_\_  
 Cell Phone Contacts: Cell #:\_(\_\_\_\_\_) \_\_\_\_\_ Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 (Of those staying locally) Cell #:\_(\_\_\_\_\_) \_\_\_\_\_ Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Other local individuals we may contact if parent/guardian cannot be reached at above local and cell numbers:  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

**HEALTH ALERTS**

Please list any allergies, special needs, conditions, or other health issues that may affect both your child's camp experience and our staff's ability to serve him/her: \_\_\_\_\_

Physician to contact in emergency: \_\_\_\_\_ Telephone: \_\_\_\_\_

**IMMUNIZATION RECORD – You must provide the full set of immunization dates. Required every year by law.**

Please bring a copy of the child's immunization record, or ALL the dates may be copied onto the following chart: Month/Day/Year needs to be provided for each shot. If using the chart below please use the format: MM/DD/YY

	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6
DTP / DT/ DTaP / Tdap	_____	_____	_____	_____	_____	_____
IPV / OPV (polio)	_____	_____	_____	_____	_____	_____
MMR	_____	_____	_____	_____	_____	_____
Hepatitis B	_____	_____	_____	_____	_____	_____
Varicella (chicken pox)	_____	_____	_____	_____	_____	_____
Meningococcal	_____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____	_____

*Writing "up to date" or indicating that it was provided in a previous year cannot be accepted. Records from previous years are destroyed annually and are not available.*

The information on this form is accurate and up-to-date to the best of my knowledge. In case of an accident I give permission for routine first aid treatment. For more serious accident or illness, I request that I be contacted. If I am unable to be reached, I hereby authorize camp staff to secure proper treatment for the child. In addition, the camp has my permission to obtain a copy of my child's health record from providers who treat my child and these providers may talk with camp staff about my child's health status. I understand that a copy of this form will be provided to office staff, my child's counselors, the camp nurse, and if necessary to emergency personnel. Photographs may be taken for Chautauqua Institution purposes only. My child has permission to participate in supervised trips on the Chautauqua Grounds while attending camp. Boys and Girls Club meets or exceeds all NYS and Chautauqua County Health Codes.

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Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**A PHYSICIAN MUST COMPLETE THE SEPARATE MEDICATION FORM IF ANY MEDICATION WILL BE SENT TO CAMP FOR THE CHILD. This includes Epi-pens and inhalers. (Form available online to download)**