

### **2021 GALLATIN CIVIC CENTER DAY CAMP RULES**

1. **REGISTRATION:** Parents must fill out registration form and pay registration fee, which is \$25.00 per child to enroll child in day camp before participating. Enrollment is limited.
2. **ATTENDANCE:** Parents must fill out attendance form at front desk for children every time they attend camp, whether it is weekly or daily. ***These records and receipts are the parent's responsibility for tax purposes.*** There will be no refunds for days paid for, but not attending. We cannot swap days. Please remember the summer day camp is a program offered by the Gallatin Parks and Recreation Dept. and not a licensed day care facility.
3. **LOCATION:** The day camp will meet in the back of the gym every morning and evening for drop off and pick up. (Unless moved to another part of facility because of conflict). Please stop by the front desk and inform them why you are here, and they will tell you if they have moved to another part of the facility. The day camp does not travel, unless by foot, across the street to the Municipal Park, TGAF Pool, or Civic Center Grounds. The campers eat lunch between 12:00-1:00, usually in the gym.
4. **SIGN-IN:** ***Parents must sign their children in and out of camp daily*** with the AM or PM supervisor. Children can be brought in as early as 6:45AM, and stay as late as 6:00PM. After 6:00PM, a \$25.00 per child late fee will be charged and must be paid at that time. If this happens repeatedly, more fees may be added, or child dismissed from camp. Also, please put on the sign-in sheet approximate pick up time, so we can have your child ready to leave.
5. **ITEMS NEEDED:** Children should wear appropriate comfortable clothing, tennis shoes, or shoes that are non marking soles and bring a bathing suit, towel, sunscreen if needed, and an unrefrigerated lunch (if staying all day). Parents should label all items brought. Other items or fees may be requested by the staff to be brought in for special activities. (Participation is optional). ***No other items, such as toys, games, video and audio players, cell phones, etc. should be brought in without the approval of the supervisor.***
6. **LOCKERS:** Children will be provided with a locker everyday to put their things in. Lockers will only be opened by the staff at specific times and should be cleaned out at the end of the day. The Civic Center is not responsible for lost or stolen items, so please remember this when packing clothes, money or food.
7. **DISCIPLINE PROBLEMS:** You will be contacted immediately should your child become unruly or need to be dismissed from camp. You will be expected to pick your child up immediately at that time. If a camper gets three written up discipline sheets, he will not be allowed back at camp. The day camp staff will inform you, as soon as possible, if your camper has caused, or is having a problem at camp. This will be done by phone or letter at the end of each day.
8. **RULES:** Campers must obey counselors at all times. Campers must remain with their group and must ask permission to go to the restroom or any part of the facility. They may not leave the Civic Center or park without permission. ***Campers cannot use the phone or cell phone, or call their parents without permission. (Call must be an emergency.) No cell phones are allowed.***
9. **BEHAVIOR FOR DISMISSAL OR SUSPENSION:** Absolutely no fighting, or profanity is allowed at the camp. Anyone attempting to enter a dressing room or bathroom of the opposite gender would result in expulsion from camp. This is a public facility and other persons will be using this building, so no jokes, pranks or vandalism will be tolerated. The day campers will be under the same rules of the Civic Center like the other patrons.
10. **MEDICATIONS OR ILLNESS:** All medicines **MUST** be given by camp staff and stay in Recreation Office. The medicine must be in a correctly labeled bottle with written permission and instructions. Campers are not allowed to have any medicine in their personal belongings for safety reasons.

**2021 GALLATIN CIVIC CENTER - DAY CAMP REGISTRATION FORM  
FOR KIDS AGES 6 - 12**

**There is a one - time registration fee of \$25.00 per child to enroll in camp.**

*Days you think your child will be coming. Check all that apply – Daily [ ] Weekly [ ]*

Person responsible for Day Camp Fees: \_\_\_\_\_

Best Contact phone number \_\_\_\_\_

Children's Birthday / / / Age \_\_\_ Name \_\_\_\_\_

Birthday / / / Age \_\_\_ Name \_\_\_\_\_

Birthday / / / Age \_\_\_ Name \_\_\_\_\_

Birthday / / / Age \_\_\_ Name \_\_\_\_\_

**Civic Center ID # if full member** \_\_\_\_\_

**Parent's or Guardian's Names**

(Father) \_\_\_\_\_ Best contact number \_\_\_\_\_

\*Check if approved for pick up [ ] Alternate phone \_\_\_\_\_

(Mother) \_\_\_\_\_ Best contact number \_\_\_\_\_

\*Check if approved for pick up [ ] Alternate phone \_\_\_\_\_

(Guardian) \_\_\_\_\_ Best contact phone \_\_\_\_\_

\*Check if approved for pick up [ ]

**Child's Address** \_\_\_\_\_ **Lives with:** \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Dad's Email address** \_\_\_\_\_ **Mom's Email address** \_\_\_\_\_

**List anymore additional persons authorized for pick up.**

Person's responsible for picking up child. Please list relationship to child. Please list any other special requests.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your child have any allergies or medical conditions or problems that the staff should be informed of that would inhibit them from any activities participated in at camp?**

\_\_\_\_\_  
\_\_\_\_\_

***\*Children that require special needs are required to meet with supervisor before registration or attending camp.***

\* Although you are responsible for signing your child in and out of camp daily, if you do not wish to sign-in your child in the morning, please sign the release here. **However you are responsible for signing them out** when they leave, as stated in the rules. (Exception: children 7 & under must be signed in and out by an adult.)

Parent or Guardian Signature \_\_\_\_\_

\*\* I have been given a copy of the summer day camp rules and have gone over them with my child, and hereby understand and agree to abide by them.

\*\*\*I have been advised and have agreed to by my signature, that the Gallatin Parks and Recreation Department of the City of Gallatin operates a Summer Day Camp program, which under the State of Tennessee Laws is not licensed, and is not required to be licensed by the State of Tennessee as a child caring agency.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY - [ ] CHECK \_\_\_\_\_ [ ] CASH \_\_\_\_\_ CREDIT CARD [ ] \_\_\_\_\_ CC INT \_\_\_\_\_**

GALLATIN PARKS & RECREATION  
Gallatin Civic Center  
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## 2021 GALLATIN CIVIC CENTER SUMMER DAY CAMP INFORMATION

**LOCATION:** Gallatin Civic Center and Municipal Park

**AGES:** 6 -12 years of age

**DATES:** June 1 – July 30

**DAY CAMP HOURS:**

**Hours of Operation:** 6:45 AM - 6:00 PM

**Program Hours:** 9:00 AM - 4:00 PM

**Morning Drop off times:** 6:45 - 9:00 AM

**Evening Pick up times:** 4:00 PM - 6:00 PM

**Late fee after 6:00 PM:** \$25.00 per child, paid at violation time.

**REGISTRATION:** Parents must fill out registration form and pay fees before child can participate. Everyone that is going to attend camp anytime during the summer, must preregister. We will have a limited enrollment of 300 children. After that number is reached registration will be closed. There may be some Covic-19 rules in place that everyone needs to be aware that may be enforced if necessary.\* Children with special or medical needs are required to meet with the Supervisor before registration or attending.

**ITEMS TO BRING:** Children should wear appropriate comfortable clothing and shoes that are appropriate to run and play for indoors and out. No sandals, or flip flops allowed. Please pick up a camper do's and don't sheet. Swimming suit and bath towel are needed, plus sunscreen. Lunch is needed, if staying all day. Other items may be requested by the staff to be brought in for special activities.

**LUNCH & SNACKS:** Lunches and snacks are not provided. Usually we have a small snack in the morning and one in the late afternoon. Lunch is from 12:00 - 1:00 PM, usually in the gym area. Children must bring a non-refrigerated lunch and drink with them. We also have coin operated snack and drink machines at the Civic Center. **Please limit the microwave cooking items to 2 minutes of cooking time.**

**FEES & SCHEDULES:** Registration fee: \$25.00 per child.

**WEEKLY FEES: Non Members**

Weekly All Day: Monday thru Friday - 6:45 am - 6:00 pm = \$100.00

**Weekly Civic Center Full Members Fees:**

Weekly All Day: Monday thru Friday - 6:45 - 6:00 pm = \$85.00

**DAILY FEES:**

All Day: 6:45 AM - 6:00 PM = \$25.00

**\* Fees - There will be no refunds given for days paid for, but not attended. No days can will be swapped.**

**DISCOUNTS:** Additional family members living within the same household will get \$5.00 off weekly rates. Does not apply to daily rates or Full Civic Center Member rates. No Refunds.

**ACTIVITIES OFFERED:** A weekly schedule will be given out at the beginning of camp of all the special activities.

Swimming	Talent Show
Tennis	Outdoor Games
Racquetball	Table Games
Pickleball	Arts & Crafts
Special Events	Field Day

**REGISTRATION PACKET:** Pick up entire registration packet at the Gallatin Civic Center or online at our website.

## MEMO

To: Day Camp Parents  
From: Page Jackson, Recreation Program Supervisor

### **Subject: Day camp sign in and payments policy**

We need to have a proper record of your child's attendance. The sign in sheets will have your child's name pre printed on them if you have already pre-registered for the day camp. If you are registering for the first time, you must sign in on the NEW REGISTRATIONS sheet and write in your name. The next time you sign in, your child's name should be already added and typed in on the sheet in alphabetical order. You should sign in or have your child sign in the morning every day they attend day camp. Also you need to put down what time you think you might be here for pick up. Parents or guardians must sign their child out when picking up a child. If you cannot find your child's name, please ask one of the day camp staffers to help you.

We also want to remind everyone of our payment policy. If your child is going to attend day camp for the entire week, we ask that you pay on the Monday morning beginning that week. If your child attends only a few days for the week, we ask that you pay each morning that you bring them, or the first morning of the days attending. **There will be no refunds, for days paid for, but not attending. Also, no days can be swapped for another day.**

***\* If you have any questions about our policy, or your bill, please talk only to Page Jackson, Recreation Program Supervisor.***

Examples:

Child attends Monday thru Friday	= pay Monday morning
Child attends Tuesday only	= pay Tuesday morning
Child attends Wed and Thursday	= pay either Wed. morning for both or the morning for each day

- ***We are asking that payments be made in the morning, if you are having someone else dropping off, or picking up your child, make sure that person is able to pay the bill for you if needed. If not, you will be notified and your child will be not be able to attend camp that day, until payment is made.***

We are now also taking credit cards at the front desk. If there is a refund on credit cards, there will be a \$5.00 administration fee charged.

We would like to thank you your choosing the Gallatin Civic Center for your child care needs. Thank you for your cooperation

## CIVIC CENTER DAY CAMPER'S DO'S & DONT'S

TO: PARENTS

FROM: DAY CAMP STAFF

SUBJECT: REMINDERS OF WHAT NOT, OR WHAT TO BRING TO CAMP

### CLOTHES

- WEAR TENNIS SHOES, NO SANDALS OR FLIP FLOPS, (unless you want to pack them extra to wear to the pool.)
- NO HALTER TOPS. NO STRING SHOULDER STRAPS.
- NO SKIRTS UNLESS YOU HAVE ON LEGGINGS OR SHORTS UNDER THEM.
- BATHING SUITS THAT FIT AND COVER ALL.
- DON'T BORROW ANOTHER CAMPER'S COMB OR BRUSH
- DON'T WEAR A HAT THAT IS NOT YOURS.
- NO WHEELIES' SHOES.

### DON'T BRING

- NO CELL PHONES, NO SMART WATCHES, TABLETS (HOWEVER, IF PARENTS WANT THEM TO HAVE, THEY MUST STAY IN BAG IN LOCKER.) CHILDREN WILL NOT BE PERMITTED TO USE THEM WHILE THEY ARE HERE. ANY CALLS NEEDED TO MAKE OR RECEIVE NEED TO GO THRU OUR OFFICE.
- GAMES
- CAMERAS
- TOYS
- POOL TOYS OR ACCESSORIES
- INTERTUBES
- SUNGLASSES \* UNLESS MEDICALLY REQUIRED
- MAKE UP
- PERFUMES OR COLOGNE
- BLOW DRYERS
- NO VIDEO GAMES OR AUDIO PLAYERS.
- HATS \* CAN ONLY BE WORN IF GOING OUTSIDE.

### BRING

- FORK OR SPOON WITH YOUR LUNCH IF NEEDED.
- **ONLY BRING MICROWAVABLES THAT ARE 2 MINUTES OR UNDER.**
- LABEL ALL CLOTHING, INCLUDING TOWELS AND GOGGLES.
- BRING A NOTE IF YOU HAVE SOMEONE ELSE PICKING UP YOUR CHILD.
- NOTIFY STAFF IF YOUR CHILD IS ON THE SWIM TEAM, OR IS HAVING LESSONS, SO WE CAN HAVE THEM READY.
- BRING SUNSCREEN, OR XTRA T-SHIRT TO WEAR WHILE SWIMMING.
- **FOR MEDICATIONS, WRITTEN PERMISSION AND LABELED INTRUCTIONS MUST BE GIVEN. WE WILL NOT ACCEPT ANY MEDICATIONS THAT ARE NOT LABELED.**
- BRING WATER WINGS, OR VESTS FOR SWIMMING POOL IF NEEDED.
- EYE GOGGLES FOR SWIMMING IF NEEDED.

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**GENERAL RELEASE, WAIVER OF LIABILITY AND PARTICIPATION AGREEMENT**

I give permission for my child/children, \_\_\_\_\_, to be photographed and/or videotaped during activities. My child's image may appear in print or online promoting the activity or for marketing purposes for The City of Gallatin, Tennessee. I understand that my child's name will not be used to identify my child.

I understand all the risks associated with participation in this program. I certify that my child/children are physically capable of participating in the day camp and all related activities. Exceptions are noted on the medical form.

I, the undersigned, waive and release The City of Gallatin, Tennessee (Civic Center Day Camp), its staff, volunteers and representatives from any and all liability, claims, demands, and causes of action arising out of or related to any loss, personal injury (including death), disease, illness, or property loss that may be sustained or occur from participation in or otherwise be associated with The City of Gallatin, Tennessee (Civic Center Day Camp).

I have read the camp policies and agree to adhere to them. I understand that valuables are brought to camp at campers' own risk. Any personal items lost or stolen will not be replaced by The City of Gallatin, Tennessee (Civic Center Day Camp).

I hereby give my consent for my child/dependent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during camp.

I have read and fully understand this release of liability. I sign it of my own free will.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN of PARTICIPANT (please print)

\_\_\_\_\_  
PARTICIPANT'S NAME

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN of PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE