

DANE COUNTY HUMANE SOCIETY (DCHS) CAMP PAWPRINT POLICIES AND WAIVER

Registration/ Consent

All campers must have a registration form completed before camp begins. The parent/guardian must give consent for their child to participate in camp activities and releases Dane County Humane Society (DCHS) from liability related to camp activities. They also consent to their child appearing in pictures for publicity purposes, including print, online, and social media. If a parent would not like their child to have photos taken, they must indicate that in the “special notes” section of registration.

Refunds

If a camper needs to withdraw from a DCHS camp for any reason, withdrawal needs to be in writing, by email, mail or fax:

Dane County Humane Society
Attn: Camp Pawprint
5132 Voges Road
Madison, WI 53718

Fax: (608) 838-0368

Email: education@giveshelter.org
Attention: Camp Pawprint

For cancellations made more than 4 weeks prior to the start of the registered week of camp, the camper may transfer to any other week of camp that has an opening or elect to have their money refunded.

For cancellations made from 1 to 4 weeks before the start of the registered week of camp, the camper may transfer to any other week of camp that has an opening, or receive a voucher good for the amount paid. The voucher can be applied to Camp Pawprint fees through the end of the following calendar year.

Cancellations made less than one week prior to the start of the registered week of camp or individual missed days during camp are non-refundable.

Medical and Behavioral Information

A camper’s medical and emergency information must be on record and may only be accessed by staff and volunteers as needed. At all other times this information must be kept confidential and stored securely on site. If DCHS staff is not informed of a medical condition, staff cannot accommodate campers’ needs. Even with advance notice, DCHS is unable to accommodate some medical issues such as allergies to animals or severe peanut allergies. DCHS utilizes peanut

butter for animal enrichment throughout the shelter, and therefore is unable to provide a peanut free facility.

If a camper becomes ill while at camp, the camper's recorded medical information is examined. If the camper has a history of a specific illness, steps will be taken according to the parental/guardian guidelines that are appropriate for camp staff to handle. In the absence of specific instructions, the camp staff will offer rest or fluids to the camper as appropriate, until a determination is made as to whether the camper will return to normal camp activities or go home for the day. The child is always given the option to call home if they would like, or staff may make the decision to notify parents. The parent/guardian will be notified immediately about serious illness or injury.

Camp Pawprint staff is not trained to handle all emotional and behavioral conditions. If your child has a one-on-one teacher or aide at school, then you must provide an aide for them to attend camp for them to succeed at camp. We do not have the staff to provide constant individual attention for each child. If your child is a danger to themselves, other campers, staff, or animals, the child may be asked to leave. We have a zero tolerance policy with violence, and any child who becomes violent at camp will be asked to leave and not return.

Medication

The Humane Educator, Development staff, or any camp staff may administer prescription medications or over-the-counter medications only if a parent or guardian has completed the Camper Medication Form and provided the medications. All medications must be securely kept by the Humane Educator and camp staff, except medications approved to be self-administered by parent or guardian (inhalers, etc.). If a medication requires refrigeration, it must be kept secured in the staff kitchen. Sunscreen and bug spray must be provided by the parent.

Injury

Minor injuries will be treated with basic first aid and parents will be informed upon pick-up. In case of an emergency or major injury involving a camper, the parent or guardian will be notified immediately by camp staff. If the Humane Educator or camp staff feel the severity of the situation dictates, they will contact emergency services.

If an animal visitor has bitten or scratched or otherwise injured a child, this must be reported to the Humane Educator, who is responsible for approving animal visitors, and an Incident Report must be completed. The camp staff will fill out the Incident Report (and bite case report, if required) after the wound has been treated with basic first aid.

Any injury, including bug bites, sunburn, scabs falling off with renewed bleeding, poison ivy exposure, bloody nose or one child striking another child should be reported via an Incident Report.

Any incident where a child has deliberately harmed an animal or placed an animal at risk (e.g., handling recklessly, pulling a cat's tail) requires an Incident Report being filled out.

Incident Reports will be documented and distributed as follows:

- Scan and email a copy of the report to:

- Leadership Team & Supervisors (LT-Sups) scanner distribution list
- Humane Educator at education@giveshelter.org
 - The Humane Educator will provide a copy of the Incident Report to parents or guardians, if the incident involves a minor
- Volunteer Coordinator, if the incident involves a volunteer

Parents or guardians should be notified of the incident that day.

Camper Arrivals/ Departures

At the daily check-in time, the parent or guardian is required to tell camp staff if there are any changes to the pick-up of their camper that afternoon. Any changes must be noted at the bottom of that day's check-in card. No one other than the parent/guardian may pick up the child without prior written consent from the parent or guardian. The person picking up the child must provide photo identification. If there are any restrictions on who is allowed to pick up a camper, the parent must provide appropriate documentation.

If a child has not been picked up within 15 minutes of the scheduled pick-up time, camp staff will contact a parent or guardian. Camp staff will remain with the camper until they have been picked up by a parent or guardian. If the child is not picked up within 30 minutes of their pick up time, and there has been no contact with parents, then authorities will be contacted to take responsibility. There is a \$1 a minute charge for late pick-up after the first incident. The parent can pay by cash or check.

Discipline Policy

Camp staff will attempt to resolve all conflicts or discipline issues quickly so that campers may stay involved in camp activities. Any serious or persistent problems will be brought to the attention of the parent/guardian in a timely fashion. Offenses will be documented by camp staff or Humane Educator.

1st Offense: Camper will receive a verbal warning from camp staff explaining the inappropriate behavior. Depending on the behavior, the parent might be consulted.

2nd Offense: Camper will be removed from the activity and will discuss behavior choices with camp staff or Humane Educator. The parent should be consulted about the behavior; asked if this is something that they have a protocol for dealing with.

3rd Offense: Camper will be removed from the activity. The parent/guardian will be contacted to notify them of this step.

More than 3 offenses: The parent/guardian will be called and asked to remove their child from camp immediately.

Each day, the camper will begin with a clean slate. However, any step in the discipline policy may be skipped if the incident is considered severe by the Humane Educator or camp staff. Discipline may include permanent removal from the program.

Consent and Release

The undersigned parent or guardian of the named child (“Minor”) hereby consents to the Minor participating in Camp Pawprint of Dane County Humane Society, Madison, Wisconsin (the “Society”) and all of its activities and programs. The undersigned, for herself or himself and on behalf of said Minor, does hereby and unconditionally release, indemnify, hold harmless and forever discharge the Society, its employees, successors, assigns, and agents and each of them, from and against any and all claims, demands, obligations and liabilities of every nature and kind whatsoever, including, without limitation, negligence, occurring during, directly or indirectly resulting from or arising out of the Minor’s participation in such Camp Pawprint.

As to matters covered hereby, the CONSENT AND RELEASE shall extinguish all claims, demands, and rights which the undersigned or the Minor (and/or each of their heirs, successors, and assigns) has or may have against the parties released hereby, or any of them, for any injuries, costs or damages to the Minor occurring during, directly or indirectly resulting from or arising out of the Minor’s participation in such Camp Pawprint whether such injuries, costs or damages are known or unknown, foreseen or unforeseen, ascertainable or unascertainable.

The undersigned also agrees that Dane County Humane Society may photograph the Minor’s participation in Camp Pawprint and hereby releases any such photographs to Dane County Humane Society for its use in programs, publications and purpose.

The undersigned agrees that he or she has read this application and to the best of his or her knowledge, the enclosed information is correct.