



## Camper Pick-Up Authorization Form

Camper's Full Name : \_\_\_\_\_

Sibling's Full Name: \_\_\_\_\_

Please include all names of those persons authorized to pick-up your child/children at Nittany Valley Sports Centre. This list should include car pool groups and any other parents/guardians, relatives or friends who are permitted to pick-up your child/children. No campers will be released to anyone except the following list under any circumstances.

Last Name *	First Name *	Relationship *	Phone Number *	Email
			(     )	
			(     )	
			(     )	
			(     )	
			(     )	
			(     )	
			(     )	

### \*Required information

We hereby authorize the staff of Nittany Valley Sports Centre to act for me/us according to their best judgement in any emergency requiring medical, surgical, dental or emergency services for the camper. The undersigned acknowledges that the above referenced camper(s) have no pre-existing medical conditions, other than those listed on the Camper Medical Form, of which the camp should be made aware. We have read, understood, and do hereby agree to abide by the Nittany Valley Sports Centre Rules and Policies as defined by the Camp Packet and this form. I/we hereby authorize the staff of Nittany Valley Sports Centre to act for me according to their best judgement in any emergency requiring medical attention and I hereby waive and release Nittany Valley Sports Centre from any and all liability for any injuries and illness incurred while at camp. I have no knowledge of any physical impairment that would be affected by the above-named camper's participation in Nittany Valley Sports Centre's camp program, as outlined by the camp flyer or website. I also understand Nittany Valley Sports Centre retains the right to use for publicity and advertising purposes, photographs and video images of campers taken at Nittany Valley Sports Centre camp.

Custodial Parent/Guardian Signature: \_\_\_\_\_

Second Parent/Guardian Signature : \_\_\_\_\_

**UNDER NO CIRCUMSTANCES WILL WE RELEASE A CAMPER TO ANYONE THAT IS NOT ON APPROVED LIST!**



## Sign-In/Sign-Out Procedures

- A daily attendance sheet is kept on all participants who attend the program. Upon arrival of the participants, the parent/guardian will need to sign the camper in before leaving the premises. A staff member will take roll call and make sure everyone is accounted for.
- If parent/guardian needs to pick up child for a scheduled appointment, parent/guardian will need to send a note and check in at the facility upon arrival.
- If child will not attend a class on a particular day, please send a note and remind the staff the day before, if possible.
- If child will be absent, please call the facility/program to inform staff, with an approximate date for child to return.
- When picking up child from the program, check him/her out by signing your name and time of pick up beside the child's name on the sign-out sheet.

## Alternative Pick-Up Policy

- In order for someone else to pick up your child, that person's name must be written in the designated space on the *Camper Registration Pick-up Form* and signed by the parent/guardian. In addition, the Camp Director or designee must be notified prior to checkout if someone else is picking up your child.
- The person picking up your child must show a photo ID, preferably a driver's license.
- If there is a person who is NOT authorized to pick up your child, please let staff know.
- In the event that someone else must pick up your child, staff must be properly notified. You will need to come **in-person** to The Centre, add them to the *Camper Registration Pick-Up Form* and sign that they are permitted to pick up your child.

If staff is not notified prior to checkout, child will not be allowed to leave the program until staff has communicated with parent/guardian. Please note this procedure is imperative for the safety and security of all children.

- **Department's sign-out policy is unwavering. ONLY persons that have previously been approved will be permitted to sign for child(ren).**