

Descriptions of the Forms and Documents

The **Parent Login** is where you will find the online forms and paper documents for you to complete and submit to camp in preparation of your camper's summer. Through the monthly electronic parent newsletters, we send out notices when online forms or paper documents are available. This document lists the forms available as of March, 2015.

Online Forms

The online forms of the **Parent Login** will allow you to enter information into our system using your computer or tablet.

HEALTH HISTORY: It is mandatory that everyone in camp has a health history on file. Various components of the health history are available for download so that you may bring the forms to your Primary Care Physician for completion of the annual physical. If you choose to print forms please mail June 1 (or July 1 for Session II). Printed forms are kept on file (in confidence) in the Wyonegonic Health Center

The system will allow you to enter health related information online which populates into our camper management system. Once you enter the information into this system, future summers should only need updating for most information rather than full re-entry.

This online completion has seven pages. If you have more than one daughter attending camp, you will need to complete a separate health form for each camper. You will need to enter some of the same information twice as the health files need to be kept separate for privacy requirements.

Please be sure to have the name and contact information for your daughter's physician and dentist before you begin filling out the form. On each page of the Health History, you can use the "**Save for Later**" button if you do not have all the required information or want to return at a later time.

The last page requires an electronic signature. Once the form has been submitted, **changes are not permitted to the system. After submitting, any updates in health history should be communicated to Wyonegonic by email or phone.**

PERMISSIONS FORM: The Permissions Form can be completed online. It covers several topics that are important for us to have on record.

- Winona relatives: Please indicate if your daughter has a brother or cousin or other relative at Winona so that we can ensure that they have a chance to visit on Sunday (twice each session).
- Visitation: It is helpful for us to know in advance if you have a planned date for a visit. It is required to have parent authorization for any relative other than a parent to visit your daughter.
- Photo and Video Permission: It is likely that your daughter will be in camp photos or video clips while at camp this summer. We would like your permission to use any images for our business purposes. Note that we do not identify any names when we use a photo or video of campers.
- Catholic Mass: We provide chaperoned vans to the local catholic church for mass on weekends. Please indicate if you desire your daughter to participate.

- Reference: We hope to be able to use you as a reference for other interested families of potential Wyonegonic campers. Please let us know if you are ok with this.
- Cabin assignment request: Please indicate any separation requests by indicating a camper who you would prefer NOT to be in the same cabin group as your daughter.

Paper Documents

Paper forms will need to be printed, completed and signed before you return them to our office. There are several ways to return paper forms to our office:

- (Preferred) The Parent Login allows you to upload scanned documents securely.
- Fax to (207) 452-2611
- Postal mail to Wyonegonic Camps, 215 Wyonegonic Road, Denmark, ME 04022
- (Least preferred) Email to info@wyonegonic.com. Please keep in mind this is the least secure method of communication.

Horseback Riding Agreement provides permission for your camper to ride and/or permission to jump while riding if the instructor feels she is ready. State of Maine Law requires this form to be complete and signed by a parent or guardian in order for your camper to participate in riding.

Immunization: You will need to provide us with a history of your daughter's immunization record. Many doctors' offices can provide a printed report from their records which you can send to camp. You may also use the online Health Form to list the immunizations and dates or if you prefer, you can download and print a copy of the "Immunization" document to provide us with the information.

Physician Exam: A Primary Care Physician physical exam is strongly recommended for all. The physician signature is required for any limitations or prescribed medications. Many doctor's offices will provide you with their own paper copy of the exam which is perfectly fine. If you prefer, you can download the Physician Exam form, print and take to the doctor to complete and sign.

Health Insurance cards: Because the local hospital, the urgent care wing and the ER all require a physical paper copy (both sides) of the health insurance card. Please make sure you provide a front and back copy of the health insurance card that is current for your camper.

Transportation includes information about chaperoned transportation assistance provided by camp from Portland Jetport, Boston Logan Airport or Fairfield County, Connecticut. **All campers** (including auto arrival and departure) must return a completed transportation form on file at the camp office.

Letters to my Daughter's Counselor: This two pieced document is very helpful for our staff as they prepare to welcome your daughter to camp. This is your opportunity to give the counselors indication of interest, preferences, goals, personality and special attention that you would like to share in advance from two perspectives; that of your daughter and that of the parent.