

Welcome to Junior Camp/Quad!

Please take note of the following guidelines to help you through the registration and enrollment process.

1. **Referral Credit:** Refer a new family and receive a \$50 credit when they enroll. The referring family's name must be listed on the new family's registration form.
2. There will be a fee assessed for incomplete forms requiring multiple audits, so please fill forms out **completely** to avoid this fee.

a. Registration form

- i. Include street addresses and ZIP codes for all parents, contacts and medical facilities.
- ii. Include full phone numbers, not just (Quad) extensions.
- iii. Specify either " no medical condition"... or indicate which medical conditions your child has, as well as medical instructions to staff. This is on page 2.
- iv. Don't forget to sign and date on all four lines.
- v. Policies are included so everyone has access to any policy updates

b. Payroll authorization/payment agreement

- i. This form is **required by all families**.
- ii. **If you already have a payment plan in place**, this form will help us to determine if the current plan is sufficient. Please do not assume we know your deduction amounts. If we must look them up, it is an additional audit from a different department. Page 2 of this form is a worksheet to help you determine the amount of your weekly payment amount.
- iii. **If you are using an alternate form of payment**, please discuss this with us in advance. You can then mark "No deduction - other" and indicate terms of agreement.
- iv. Don't forget to sign and date.

c. Prospective attendance form

- i. Mark each day of the calendar section with an "**X**" or a "√". This will indicate the first and last day of your child's attendance.
- ii. Please also be sure to look over the rest of the form and mark any other boxes necessary.
 1. Other areas to mark are the drop off and pick up times, sleepover attendance and movie considerations.
 2. There are two pages to this form.
- iii. Don't forget to sign and date.

d. Immunization Form

- i. **New campers** will need to complete an immunization form even if your child attended the QuadCare center last year. A printout from your child's medical facility listing the immunizations may be attached to the form.
- ii. **Returning campers**
 - as long as your child did not receive additional vaccinations since last summer; you do not need to have all immunizations listed. You can indicate this by marking steps 1 and 5.
 - If your child did receive updates to their immunizations; you can either send in a new record OR just list the updated vaccinations.
- iii. Don't forget to sign and date.

Please do not hesitate to contact us if you have questions - 414.587.4365 or 414.566.2170. As soon as we have your paperwork processed, we will contact you.