



Dear Parent,

Welcome. Thank you for choosing Oglebay Institute Summer Day Camps!

Oglebay Institute requires the attached forms be completed and returned **2 weeks** prior to the first day of camp. **No child will be admitted to camp without these forms.** The information is needed in order to effectively attend to your child's needs during an emergency, illness, or other circumstance. Please complete each section fully.

Additionally, we ask that you review the Oglebay Institute Summer Camp Handbook located on the Oglebay Institute website (online.com/camps). This helpful guide introduces parents and students to summer camp policies and procedure and addresses frequently asked questions such as what to wear, pick up procedures, lunch policies, etc. Please familiarize yourself with this information, review it with your child and consult it throughout the camping season. If you do not have access to the Internet, you can request a hard copy of this information be mailed to you.

**HEALTH INFORMATION:**

- Please complete and sign the enclosed OI Health Information Form and return **2 weeks** before the first day of camp. **No child will be permitted to attend camp without this form!** Each form will be reviewed and kept on file in case of emergency.
- **Camp staff is NOT permitted, under any circumstances, to dispense medication.** Please do not ask the staff to do so. The camp staff will only handle first aid situations.
- If you suspect that he/she is ill, please keep your child at home to avoid unnecessary exposure to other campers or instructors. Please call the camp to report your child's absence.
- Please let the staff know if your child has any food allergies, including wheat, dairy or peanuts.
- Emergencies exceeding the knowledge of the instructor will be handled by Wheeling Hospital or Ohio Valley Medical Center. If the instructor does not deem the situation an emergency, parents will be notified and arrangements will be made for pick-up.

**PICK-UP AND RELEASE INFORMATION:**

A parent or guardian must accompany each camper into the facility every morning. Each child must also be signed out at the end of the day at the correct location. Campers are not permitted to sign themselves in or out. Please complete the enclosed Pick-up and Release Information.

**Camp Sign-in/Sign-out Locations:**

Camp Department	Ages	Drop-off Location	Drop-off Time	Pick-up Location	Pick-up Time
Visual Arts	4-Grade K	Stifel Center	8:45-9am	Dance Studios	12:15pm
Visual Arts	Grades 1-12	Stifel Center	8:45-9am	Mon.-Thurs.: Wheeling Park Pool Friday: Stifel Center	3pm
Performing Arts	All	Towngate Theatre	8:45-9am or Noon depending on camp.	Towngate Theatre	3pm
Dance	All	Dance Studios	Varies by camp. Please consult your camps guide or receipt.	Dance Studios	Varies by camp. Please consult your camps guide or receipt.
Museums	All	Mansion Museum	8:45-9am	Oglebay Park Pool	3pm

Should it become necessary to pick-up your child before the end of camp, please notify the camp director in advance if possible.  
*You must report to camp staff before removing your child from the premises.*

**Please notify the camp staff if your child will be arriving late for camp.**



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**OGLEBAY INSTITUTE CAMPER INFORMATION FORM**

**Please return to: Oglebay Institute Summer Camps, 1330 National Rd. Wheeling, WV 26003**

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Age: \_\_\_\_\_  Male  Female      Grade Entering in Fall: \_\_\_\_\_

**My Child will be attending the following week(s) of camp:**

**June 4-8**      **Camp Name** \_\_\_\_\_

**June 11-15**      **Camp Name** \_\_\_\_\_

**June 18-22**      **Camp Name** \_\_\_\_\_

**June 25-29**      **Camp Name** \_\_\_\_\_

**July 9-13**      **Camp Name** \_\_\_\_\_

**July 16-20**      **Camp Name** \_\_\_\_\_

**July 23-27**      **Camp Name** \_\_\_\_\_

**July 30-Aug. 3**      **Camp Name** \_\_\_\_\_

**August 6-10**      **Camp Name** \_\_\_\_\_

**CANCELLATIONS & REFUNDS**

Oglebay Institute is committed to offering a wide variety of camps. As a result, camps sometimes have to be cancelled due to insufficient enrollment. In such cases, you will be notified no later than 72 hours before the camp start date, and the full fee will be refunded. Oglebay Institute reserves the right to substitute instructors.

For participants to cancel and receive a full refund, they must notify the facility and cancel at least **2 WEEKS** before the camp start date. No refunds will be granted less than two weeks from the camp start date, and there is no proration of camp fees once the camp has started. **A cancellation fee of \$20 is in effect for ALL cancellations made after June 1, even those made within the two-week cancellation period.** Camp fees cannot be transferred to another camp. Full payment is due at time of registration.

**I have read and agreed to the terms above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**EMERGENCY INFORMATION**

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Relationship to Child:** \_\_\_\_\_

**2nd Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Relationship to Child:** \_\_\_\_\_

**Medical Insurance Provider:** \_\_\_\_\_ **Policy/Group #:** \_\_\_\_\_

**Child's Physician/Medical Care Provider:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Please indicate emergency facility choice:    \_\_\_ Wheeling Hospital    \_\_\_ Ohio Valley Medical Center

**CHILD HEALTH INFORMATION**

Allergies (including allergies to medication): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Disabilities (if any): \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_

\_\_\_\_\_

Activity Restrictions: \_\_\_\_\_

Other Needs (medical conditions, medications, etc.): \_\_\_\_\_

\_\_\_\_\_



**PICK UP AND RELEASE AUTHORIZATION**

I hereby authorize the following person(s) to pickup my child(ren) from Oglebay Institute's Summer Day Camps. If there are any changes in these arrangements, I will give **advance written notice**.

Note: If there are any special instructions, or any person(s) who are NEVER authorized to pickup your child, please indicate this information below.

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**ALLOWED**

Name	Phone	Driver's License State and Number	Relationship to Child

**NEVER ALLOWED**

Name(s)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Code of Conduct

## Student Code of Conduct

Students learn better in a secure, orderly, and non-disruptive environment. The goal of Oglebay Institute is to help students and teachers create an environment that is conducive to teaching and learning.

At Oglebay Institute clear and reasonable rules are fairly and consistently implemented. Inappropriate or disruptive behavior by the student will not be tolerated and may result in removal of the student from the class or camp. Chronic offenders may be expelled from attending future classes or camps. No refund will be extended to expelled participants.

A safe and positive learning environment for students and adults is essential to our success and we appreciate your commitment to these principles.

## Four General School Rules:

1. Listen politely and follow directions.
2. Keep hands, feet and objects to yourself.
3. Be courteous and polite. Respect the rights of others and respect the property of the organization.
4. Use appropriate language.

## Expectations for Student Behavior:

1. Students will arrive to class on time.
2. Students will listen carefully and respectfully to their instructors and administrators.
3. Students under the age of 18 will ask for assistance from the adults in charge should they have trouble with another student.

By signing below, the student and his or her parent/guardian indicate their understanding and agreement to abide by this Code of Conduct.

\_\_\_\_\_  
Student

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_