

Welcome to Junior Camp/Quad!

Guidelines on **HOW TO FILL OUT FORMS** for completing the registration 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. Receive \$25.00 off your registration if forms are filled out **entirely!**
 - a. **How to Complete the Registration Form**
 - i. Include emails, street addresses and ZIP codes for all parents, contacts and medical facilities.
 - ii. Include full phone numbers, including area codes, not just 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.
 - v. Policies are included so everyone has access to any policy updates
 - b. **How to Complete the Payment Agreement/Authorization**
 - 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. **How to Complete the 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. **How to complete the Lillio Form**
 - i. This form is required by all families... Please fill out the either the consent or declination section on the back
 - e. **How to Complete the 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.