



## SUMMER CAMP REGISTRATION DAY:

**SATURDAY, APRIL 20, 2024**

**8:00 am - 2:00 pm,**

**OR until all spaces are filled**

Sunrise Civic Center - Grand Ballroom  
10610 W Oakland Park Boulevard

## SUNRISE RESIDENTS ONLY!

**Ages 6-14 years**

(as of September 1, 2024)

## REGISTRATION DAY PROCEDURES

- **IN PERSON ONLY!** (Emailed or mailed registration forms will not be accepted.)
- Registration will be on a first-come, first-served basis.
- **PROOF OF RESIDENCY** is required at the time of registration. See table on this page for details.
- Only one registration form per person, representing one household, will be permitted. Please include all campers on one form. **Exceptions:**
  - If there are children living at the same physical address, but have different parents/legal guardians.
  - If you have more children in your household than lines on the form. (Please use an additional form.)
- Holding spots in line for others is strictly prohibited.

## REGISTRATION FORM INFORMATION

- Registration form must be completely filled out by the parent/legal guardian as noted on either the child's birth certificate or court documentation.
- Select your camp choices (using name and activity # from Page 2) and list them in order of preference. It is very important that you list **more than one** choice as your child will be enrolled in one of your choices depending on availability.
- Completely fill out the emergency contact/additional authorized pick-up person(s) information on the form. Parents and/or legal guardians will automatically be authorized as an emergency contact and authorized pick-up person, and should not be listed on this form.
- Payment in full is due at registration. Acceptable

forms of payment are: credit card, cash, check or money order.

- Parent or legal guardian must sign the waiver on the back of the registration form.
- Do not include other program registrations with the Summer Camp application.

## REGISTRATION PACKET CHECKLIST

- Fully completed registration form and waiver.** Be sure to complete both pages of the form, including signing the waiver. Make sure that all information is current and correct. **Incomplete registration forms will not be accepted.**
- Full payment** (credit card, cash, check or money order payable to the City of Sunrise). **Registrations without full payment will not be accepted.**
- A copy of each participant's birth certificate.** Registration staff will not be able to provide duplicates or copies of birth certificates during registration. **You are still required to bring a copy even if you have previously submitted one.**
- Proof of current Sunrise residency** (March 2024 or more recent). Residency must list the parent/legal guardian's name, who must reside in the City of Sunrise. **Please refer to the chart below for acceptable proof of Sunrise residency:**

<b>PROOF A</b>  or ↓	<p><b>ONE Document from Category A:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mortgage statement</li> <li><input type="checkbox"/> Utility bill: Water, Cable, FPL or Internet</li> <li><input type="checkbox"/> Printout from the Broward County Property Appraiser website (BCPA.net)</li> </ul> <p><b>Don't have Proof A? Provide Proof B...</b></p>
<b>PROOF B</b>  or ↓	<p><b>TWO Documents from Category B:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Car registration</li> <li><input type="checkbox"/> Car insurance</li> <li><input type="checkbox"/> Tax return/tax assessment</li> </ul> <p><b>Don't have Proof A or Proof B? Provide Proof C...</b></p>
<b>PROOF C</b>	<p><b>THREE Documents from Category C:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank statement</li> <li><input type="checkbox"/> Credit card statement</li> <li><input type="checkbox"/> Medical bill</li> <li><input type="checkbox"/> Cell phone bill</li> <li><input type="checkbox"/> Student loan</li> <li><input type="checkbox"/> School enrollment form</li> <li><input type="checkbox"/> Paystub</li> <li><input type="checkbox"/> Lease agreement</li> <li><input type="checkbox"/> Toll bill</li> <li><input type="checkbox"/> Insurance policy</li> <li><input type="checkbox"/> Driver license or state-issued photo ID with Sunrise address</li> </ul>

# SUMMER CAMP GENERAL INFORMATION

## Camp Dates:

- June 17, 2024 - August 2, 2024 (No camp on Thursday, July 4, 2024)

## Daily Hours:

- 7:30 am to 6:00 pm

## Ages:

- 6 to 14 years old (age as of September 1, 2024)

## Fee:

- \$525 per child
- Sibling Discounts: Each additional sibling who registers for the summer camp program receives a discount, on a sliding scale. For example, participant #1 pays full price, participant #2 pays 10% less than full price, participant #3 pays 15% less than full price, etc.

## Refund Policy:

- All refund requests must be submitted in writing to the Leisure Services office in person or by email to ASantiago@sunrisefl.gov. Verbal requests will not be honored.

REFUND REQUEST SUBMITTAL DATE	ELIGIBLE REFUND
May 31, 2024 or earlier	100% refund
Between June 1, 2024 and June 16, 2024	100% refund minus \$100 administrative fee per child
Between June 17, 2024 and June 21, 2024	Refund will be prorated based on refund submittal date, minus \$100 administrative fee per child
After June 21, 2024	Refund requests will no longer be granted

## Special Accommodations:

- The City of Sunrise Leisure Services Department, in compliance with the American Disabilities Act (ADA), Public Law# 101-336, Section 202, requires that all participants who require reasonable modification to a program must contact the Leisure Services Department before the program begins in order to allow time for the evaluation and preparation for any required accommodation of a camper's needs. If your child needs any special accommodation, please email ASantiago@sunrisefl.gov to request the special accommodations form, which must be returned by Friday, May 17, 2024.

## Camp Locations:

- Your child will be enrolled in one of your choices (see below for options) depending on availability. If your choices have reached maximum enrollment before your registration is processed, we will place your child on the waitlist. (Camp locations are subject to Broward County School Board approval and are not guaranteed.)

CAMPERS AGES 6-10 (as of September 1, 2024)	
Banyan Elementary	#120401-B
Discovery Elementary	#120401-D
Sawgrass Elementary	#120401-SG
CAMPERS AGES 9-14 (as of September 1, 2024)	
Westpine Middle	#120401-LS

## FREQUENTLY ASKED QUESTIONS

### What if I can't bring my registration on April 20, 2024?

Registration is first come, first served. You can have someone else bring the registration for you, as long as they are not also registering any other children. Please ensure that the registration is signed by the parent/legal guardian and all documents are included, as well as payment. If this is not an option, we will be accepting registrations after April 20 if space permits.

### What if I miss the April 20, 2024 registration date?

Registration is first come, first served. We will be accepting registration paperwork at the Leisure Services Administrative Offices beginning Monday, April 22, during office hours (Monday -Friday from 9:00 am to 5:30 pm), space permitting.

### What happens if the camp site reaches full capacity?

You may still register to join the waitlist. If a spot opens up for you, we will contact you as soon as possible.

### Can I bring more than one registration form?

Only one registration form per person will be permitted.

#### Exceptions:

- If there are children living at the same physical address, but have different parents/legal guardians. In this case, separate registration packets, including separate proofs of residency, are required.
- If you have more children in your household than lines on the form. (Please use an additional form.)

### Who are considered the primary and secondary guardians?

Parents as noted on the birth certificate and/or primary guardians as noted on official court documentation.

**Can I register someone else’s child under my household?**

No, only parents/legal guardians can register a child under their household.

**Will I be considered a legal guardian if the parents provided a notarized letter?**

No, the legal guardianship must be court appointed. Notarized letters are not accepted.

**Do I still need to bring my child’s birth certificate even if I have submitted a copy before?**

Yes, you must bring a copy of your child’s birth certificate even if you have provided one before.

**What if I don’t have any proof of residency under my name?**

You must present proof of residency under one of the parent’s names. Without proof of residency, registration will not be accepted.

**Do I have to pay the full amount on the date of registration?**

Yes, payment must be made in full at the time of registration.

**Do I have to pay the full amount if my child is not attending all seven weeks of camp?**

Yes, we don’t offer shorter sessions or pro-rated payments. Payment is for all seven weeks of camp.

**Am I able to drop-off my child late to camp, or pick-up my child early from camp?**

You are able to drop-off or pick-up your child at any point throughout the day between 7:30am – 6:00pm. Drop-off/ Pick-up must be at the location where your child’s camp is at that moment (Ex: field trips, swimming pools, etc.) An activity calendar and detailed schedule will be provided to you prior to the beginning of camp.

**How can I request a refund?**

All refund requests must be submitted in writing to the Leisure Services office in person or by email to ASantiago@sunrisefl.gov. Verbal requests will not be honored. Please see the refund policy as explained in the Summer Camp Registration Packet.

**Will I be able to select my child’s camp site?**

Yes, your child will be enrolled in one of your choices depending on availability. If the sites are full, you will be placed on the wait list.



**What if my preferred camp site is full before my registration is processed?**

If your preferred choice has reached maximum enrollment before your registration is processed, you will be registered at the next available site.

**When will I know if my child got into camp?**

Registration is on a first come, first served basis, beginning on April 20, 2024 at 8:00 am. You will receive confirmation on the day that you bring your registration form as to whether your child has a spot in camp.

**What if my child needs special accommodations?**

The City of Sunrise Leisure Services Department, in compliance with the American Disabilities Act (ADA), Public Law# 101-336, Section 202, requires that all participants who require reasonable modification to a program must contact the Leisure Services Department before the program begins in order to allow time for the evaluation and preparation for any required accommodation of a camper’s needs. If your child needs any special accommodation, please email ASantiago@sunrisefl.gov to request the special accommodations form, which must be returned by Friday, May 17.

**What are the camp dates and hours?**

June 17, 2024 - August 2, 2024 from 7:30 am to 6:00 pm.

**Are early drop-off and/or after-hours services provided?**

No, we are unable to provide services before or after the advertised camp times.





### What happens if I am late to pick up my child?

An additional late fee of \$5.00 per child will be charged for every 15 minutes that you are late. (Example: If a parent arrives by 6:00 pm, there is no additional charge. If a parent arrives between 6:01 pm - 6:15 pm, there is a \$5.00 additional charge per child. If a parent arrives between 6:16 pm - 6:30 pm, there is a \$10.00 additional charge per child.)

### Who is authorized to pick up my child?

Parents and/or legal guardians will automatically be authorized to pick up children. If you desire to authorize additional people, you must add them on the registration form in the emergency contact/authorized person section. Picture ID must be presented by all parents, legal guardians, and/or authorized pick up person(s) each day to pick up your child. NO EXCEPTIONS.

### Will snacks and lunch be provided?

We strongly encourage parents to provide campers with multiple snacks and lunch daily. The City will make every effort to provide free snacks and/or lunches in conjunction with a third-party vendor, but snacks and lunch are not guaranteed.

### When will I receive the summer camp activity schedule?

The summer camp activity schedule will be provided the day of the summer camp meet and greet, which is currently scheduled for Thursday, June 13, 2024. More information about the meet and greet will be provided leading up to the summer.



### What are some of the activities the children will be doing during Summer Camp?

Campers will go on field trips, swim at one of our City facilities, and have on-site activities each week. They will also participate in indoor and outdoor games and create arts and crafts projects.

### Is there an extra cost for any of the activities and/or transportation for field trips?

No, all activities and field trips, including transportation to and from, are included in the Summer Camp registration fee.

# REGISTRATION FORM: CITY OF SUNRISE SUMMER CAMP 2024

Camp registration forms without proper proof of residency and a copy of birth certificate will not be accepted. Apply multiple-child discount to fees, if appropriate. This form may be used ONLY for camp registration. Do not include other program registrations on this form.

Please contact me regarding youth athletics volunteer coaching opportunities.

**PARENT/GUARDIAN INFORMATION** *Print in ink and fill out completely* Have you registered for a recreation activity before? Yes  No

Parent/Legal Guardian's Name

Relationship to Participant  Mother  Father  Court Appointed Legal Guardian

Home Phone  -  -  Work Phone  -  -  Cell Phone  -  -

Street Address

City  State  Zip Code

Email Address  Yes, please use this email address to provide me with City of Sunrise program and event information. I understand that I can opt out of this service at any time.

Secondary Guardian's Name

Relationship to Participant  Mother  Father  Court Appointed Legal Guardian

Home Phone  -  -  Work Phone  -  -  Cell Phone  -  -

Street Address

City  State  Zip Code

Email Address  Yes, please use this email address to provide me with City of Sunrise program and event information. I understand that I can opt out of this service at any time.

PARTICIPANT NAME	DOB	Age	Grade	Sex	Shirt Size	Site Choice #1		Site Choice #2		Site Choice #3		Fee
						School Name	Activity #	School Name	Activity #	School Name	Activity #	

Allergies or medications (specify which child)

AUTHORIZED PICK-UP PERSONS (Other than Parents / Legal Guardians)					Should this person be listed as an Emergency Contact - YES or NO?	
First Name	Last Name	Relationship to Participant	Cell Phone			
						YES NO
						YES NO
						YES NO
						YES NO

**CREDIT CARD / GIFT CARD PAYMENT**

MasterCard  Visa  Discover  AmEx  Exp. Date  /  Card #

CVV #  Signature as it appears on the card

*I agree to pay the above amounts listed as credit card charges according to credit card user agreements.*

9-Digit Gift Card #  6-Digit Gift Card PIN (Letters & Numbers)

**RELEASE INFORMATION & REFUND POLICIES**

- The Release and Waiver on the back of this registration form must be completed and submitted in order for the registration to be accepted.
- All requests for refunds must be submitted in writing to the Leisure Services Department or sent by email to ASantiago@sunrisefl.gov. The deadline to request a full refund is May 31, 2024, at 5:30 pm. Refer to page 2 of the 2024 Summer Camp Registration packet for refund policy.

**PLEASE NOTE: FLORIDA PUBLIC RECORDS LAW REQUIRES THAT ALL INFORMATION – INCLUDING E-MAIL ADDRESSES – RECEIVED IN CONNECTION WITH CITY BUSINESS BE MADE AVAILABLE TO ANYONE UPON REQUEST, UNLESS THE INFORMATION IS SUBJECT TO A SPECIFIC STATUTORY EXEMPTION. PLEASE SEE REVERSE FOR REQUIRED RELEASE AND WAIVER.**

# CITY OF SUNRISE SUMMER CAMP 2024

## WAIVER, RELEASE OF LIABILITY AND INDEMNIFICATION FOR ADULTS AND MINORS

### NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF THE CITY OF SUNRISE, ITS DEPARTMENTS, EMPLOYEES, OFFICIALS, COACHES, VOLUNTEERS AND AGENTS (HEREINAFTER "RELEASED PARTIES") USE REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOU OR YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM RELEASED PARTIES IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOU OR YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND RELEASED PARTIES HAVE THE RIGHT TO REFUSE TO LET YOU OR YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

I, the undersigned, as the undersigned and/or as the parent or legal guardian of the minor child ("my child") named below, do hereby give my full consent and approval for me or my child to participate as a member of the City of Sunrise's Recreation Programs.

I understand that there are certain risks of damages and injuries, including death, inherent in the City of Sunrise's Recreation Programs, as well as in traveling and in other related activities incidental to my or my child's participation, and I am willing to assume these risks on behalf of myself or my child. These risks include, but are not limited to, those hazards associated with weather conditions, travel, playing conditions, equipment and other participants.

I understand that there is inherent risk in Recreation Programs and that inherent risk means those dangers or conditions, known or unknown, which are characteristic of, intrinsic to, or an integral part of the activity; and that the term "inherent risk" further includes, but is not limited to: (1) the failure by the Released Parties to warn me or my child of an inherent risk, and (2) the risk that someone may act in a negligent or intentional manner and contribute to the injury or death of me or my minor child.

Further, I agree that in consideration for my or my child's participation in the City of Sunrise Recreation Programs, I hereby waive, release, discharge and agree not to sue the City of Sunrise, its departments, employees, officials, coaches, volunteers and agents ("Released Parties"), for any and all causes of actions, claims or damages arising out of or resulting from my or my child's participation in this activity, including but not limited to damages, injuries, or death arising out of the negligence of Released Parties or otherwise. I agree that for me or my child to participate in the activity, I assume full responsibility for any loss of property, accident, bodily injury, or death as a result of my or my child's participation in this activity.

I hereby permit the City of Sunrise to use or distribute any or all still and/or moving images in which I or my child appear for any use including, but not limited to: video, Web, print and multimedia applications; training or other instructional materials; advertising, commercials or other promotional materials; and other forms of media, without compensation. Any image (s) created shall be the property of the City of Sunrise.

I hereby give permission for me or my child to receive necessary medical treatment.

I further agree on behalf of myself and my child listed below, that I shall hold harmless and fully indemnify and defend the Released Parties from any and all causes of action, claims, damages, costs including but not limited to attorney's fees and costs, which may arise from any cause of action made by me or by, through or on behalf of me or my child, even if the damages, injuries or death are caused in whole or in part by the negligence of the Released Parties.

I acknowledge (a) that I have read (or have had read to me) each and every one of the provisions in this waiver, release of liability and indemnification agreement, (b) that I understand each of the provisions in this agreement and (c) that I agree to abide by them.

\_\_\_\_\_  
PRINT NAME OF MINOR CHILD

\_\_\_\_\_  
PRINT NAME OF NATURAL GUARDIAN OR ADULT PARTICIPANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SIGNATURE OF NATURAL GUARDIAN OR ADULT PARTICIPANT

\_\_\_\_\_  
DATE: \_\_\_\_\_