

2026 Summer Camp Registration Process and Updates

Dear Parents and Guardians,

Welcome to our Summer Camp program. We are delighted your family will be joining us and look forward to a fun, safe, and enriching experience for your child!

If you have participated in our Summer Camp program in the past, please note that we have implemented some changes to our administrative and payment processes to improve our overall program efficiency. These changes are highlighted below:

Registration:

- Online registration is available this year and we encourage everyone to enroll online. The form can be completed on a computer, tablet or smartphone for your convenience. A link to the enrollment portal and instructions are provided at the end of this document. Registration will open on Friday, January 23, 2026, and a camp discount will be offered for a short period of time for those who enroll early and are eligible for the discount.

Payments:

- Our new automated online payment system requires that a debit/credit card be on-file to finalize enrollment.
- A nominal “deposit” of \$5.00 per week of camp (per child) will be charged to secure enrollment in your desired weeks of camp. Your \$5.00 deposit will then be applied towards the \$150.00 fee for camp.
- Payments will be due on Friday **PRIOR** to your child’s participation and will be charged automatically to the credit card on file.
- For example, during registration, if you select 5 weeks of camp for one child, your card will be charged \$5.00 deposit x 5 weeks of camp -\$25.00. During each of the 5 weeks of camp, your card will be charged \$145.00 per week for the remaining balance.
- Parents/Guardians are responsible for ensuring that the card information on file is current and has sufficient funds available to cover camp fees.
- Please be sure to carefully read over the “Payment Policies & Procedures” to get all the details regarding these automatic payments and down payments processes.

Camp Fees:

**Note – we will no longer be offering a daily rate for campers. We will offer a 10-day pass for campers who will only attend specific days of camp throughout the summer.

- **Weekly Rate:** \$150 per child for up to two children in the household
- **Third Child Rate:** \$120 per week for the third child in the household and any additional children
- **10-Day Pass:** \$550 – due up front at registration
 - The pass allows you to pick 10 specific days during the summer for your child to attend.
 - You can purchase multiple class passes, if desired.

Camp Discount:

We will be offering an early bird discount this year for those who meet the eligibility requirements listed below:

- Registration must be fully completed between 12:01a.m. on Friday January 23, 2026 – 11:59 p.m. on Sunday February 1st, 2026.
- Your camper(s) **MUST** be registered for a **MINIMUM of 6 weeks** of summer camp. Campers with enrollment for fewer than 6 weeks are not eligible for a camp discount.
- Incomplete registrations or registrations made after the deadline will not be eligible for the discount. ***NO EXCEPTIONS.***
- Registrations submitted after February 1st will be enrolled in camp at the regular camp rates and no discount will be applied.
- Campers who meet **ALL** the eligibility requirements will receive a 10% weekly fee discount for the first child and a 5% weekly fee discount for any additional child after the first.

CAMPER INFORMATION:

NAME: _____

ADDRESS: _____

CITY, STATE AND ZIP: _____

GRADE (ENTERING): _____ Age: _____ DOB: ____/____/____

SCHOOL: _____

SHIRT SIZE: YS YM YL AS AM AL XL

1. How would you describe your child’s personality (outgoing, shy, laid back, etc.)?

2. Are there any requests you have for the McAllister staff regarding your child?

3. Please list any additional information of which the McAllister staff needs to be aware:

4. Please rate your child’s swimming ability (circle one) Good Fair Poor

5. **Will your child require a life jacket?** Yes No

***Unfortunately, we cannot accommodate specific situations. (For example: “If the water is shallow,” “only at Tropicanoe Cove.”) If you check yes, they will always wear a life jacket at either pool until a parent/guardian tells us otherwise.

PARENT/GUARDIAN INFORMATION:

NAME: _____

NAME: _____

RELATIONSHIP: _____

RELATIONSHIP: _____

E-MAIL: _____

E-MAIL: _____

WORK PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

CELL PHONE: _____

Which parent/guardian should we contact first in the event of an issue or emergency?

Name: _____

Please list two individuals who may be contacted in case of an emergency in the event the parents cannot be reached:

Name _____ Phone _____

Name _____ Phone _____

Summer Camp Dates

**Please put an "x" under ALL days your child WILL BE attending camp. You will have until Friday, May 9th to make changes to these dates. We will send out a reminder when this date gets closer.

May 2026				
M	T	W	TH	F
				22
				26
				27
				28
				29

June 2026				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July 2026				
M	T	W	TH	F
		1	2	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2026				
M	T	W	TH	F
3	4	5		

SUNSCREEN AUTHORIZATION

Proper sunscreen application is very important to the McAllister staff. Our counselors will carry sunscreen on a daily basis. This authorization clause allows the McAllister staff to apply sunscreen as needed to your child in the event that they either forget theirs, or we deem it necessary that a new layer needs to be applied. If your child requires specific sunscreen, a parent/guardian will be responsible for providing it to the camp staff. All sunscreen will need to be picked up at the end of the camp season or it will be thrown away.

Please talk to your child about the importance of sunscreen application as well as proper application techniques. It is of great benefit to the staff if children come in with an understanding of the importance of sunscreen.

Parent or Guardian Signature

Date

PHOTO RELEASE

On occasion, staff may take photos of participants in our programs, classes, and events. Please be aware that these photos are for Parks and Recreation Department use only and may be used in future catalogs, brochures, pamphlets, or flyers without identifying individual names.

Parent/Guardian Signature

Date

FIELD TRIP PERMISSION

I hereby give permission for _____ to attend all field trips and participate in all activities associated with the 2026 McAllister Camps.

Parent/Guardian Signature

Date

ACKNOWLEDGMENT OF RISK AND RELEASE OF LIABILITY:

I acknowledge that there are risks inherent in any children’s program, including but not limited to injury or death arising from: participation in sports and recreational activities, child’s failure to follow instructions of counselors, communicable illness, and independent acts of third parties not under the control of McAllister staff. In consideration of allowing my child (the “Camper” whose name is listed above) to participate in the McAllister camp programs, I, for myself and my child, heirs, representatives and assigns, hereby release, discharge and hold harmless the City of Lafayette, its Board, including the Lafayette Board of Park and Recreation officers, agents, employees, and representatives, and any person acting on their behalf, from any and all responsibility or liability for all claims, losses, damages or expenses (including attorney fees and costs) for injury or damage resulting from equipment or facilities in connection with such activity. In order to minimize risks to my child or other participants, I will take responsibility to see that my child is prepared for all activities and is in good health each day of camp.

Parent/Guardian Signature

Date

PERMISSION TO TREAT RELEASE

I hereby give permission to the personnel selected by the camp director to provide routine health care; administer medications; treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me/or my child. In the event I cannot be reached in an emergency, I hereby give permission to the camp director to secure and administer treatment, including hospitalization, for my child. This completed form may be photocopied for trips out of camp.

Parent/Guardian Signature

Date

REFUSAL TO TREAT RELEASE

Only sign this one if you DO NOT want McAllister Staff to administer medication to your child.

I _____ (PARENT/GUARDIAN) DO NOT give permission for the McAllister staff to administer medication to _____ (child). In the event the McAllister staff feels that medications are necessary, staff should contact the child’s parent/guardian(s) or emergency contacts listed in the Pick-Up Authorization Form.

Parent/Guardian Signature

Date

PICK UP AUTHORIZATION

Child's Name: _____

Do both parents have permission to pick up the child?

YES

NO

If NO, please specify: _____

Please list the names of anyone else authorized to pick up your child:

Please list the names of anyone else who **IS NOT** authorized to pick up your child:

2026 McAllister Summer Camp

Payment Policies & Procedures

For the summer of 2026, payments will be due on Friday **PRIOR** to your child's participation and will be charged automatically to a credit/debit card that will be required to be left on file.

Credit/Debit Card Requirement:

- A down payment of \$5 will be required each week you sign your child up for camp. This will secure their spot for the week and go towards the weekly payment due. To pay for these down payments, a credit/debit card must be used to be kept on file to pay the remaining balance on the Friday prior to attendance.
- Parents/Guardians are responsible for ensuring that the card information on file is current and has sufficient funds available to cover camp fees.

Payment Deadline:

- Weekly camp fees will be charged to the card on file Friday prior to the start of your child's scheduled camp week. (i.e. if your child is scheduled to attend June 1st – 5th, your card will be charged on Friday, May 29th).
- If you wish to pay by alternative method (cash or check), it **MUST** be paid prior to the Friday auto-billing cycle to avoid your credit/debit card being charged. The scheduled payment dates are listed in this document below.

Automatic Payment Processing:

- The card on file will be automatically charged on Friday prior to the upcoming camp week.
- A receipt will be provided electronically (via email or portal) once the payment has been processed.

Declined or Failed Payments:

- If the payment is declined, parents/guardians will be notified immediately.
- Families will have until 7:00p.m. on Friday to provide updated payment information and pay the balance due.
- If payment is not successfully completed by closing time on Friday (7:00pm), children will not be able to attend camp the following week and the \$5 will not be refunded.

Refunds and Credits:

- Refunds for down payments will be given **ONLY** with approval of management staff.
- Credits may be applied to future camp sessions if a cancellation is approved.

Procedure for Parents/Guardians:

1. Upon registering for summer camp weeks, parents will be required to pay a \$5 down payment for each week registered with the debit/credit card that will be placed on file to pay for the remainder of the balance (\$145) on the Friday prior to your child's attendance.
2. Ensure card details remain current throughout the duration of camp participation
3. Be aware that your card will be automatically charged each Friday prior to your child's attendance.
4. Monitor receipts and account balances to confirm successful payment
5. If you are notified of a declined transaction, promptly update payment method information before closing on Friday (7:00pm) to avoid cancellation of your child's camp week.

Camp Fees

- **Weekly Rate:** \$150 per child
- **Third Child Discount:** \$120 per week.
- **10-Day Pass:** \$550 – This will replace the “daily rate” per week. Buy 10 “day passes” and select your days you wish to attend. This \$550 will be due up front. No automatic payments for class packs.

Drop-Off and Pick-Up Fees

- **Earliest drop-off Time:** 7:30 AM. A 5-minute grace period will be allowed. If campers are dropped off before 7:25 AM, a \$25 early drop-off fee will be charged.
- **Latest Pick-Up Time:** 5:30 PM. A 15-minute grace period will be allowed. If campers are picked up after 5:45 PM, a \$25 late pick-up fee will be charged.

Accepted Forms of Payment

- Accepted Payment Methods: Debit Card & Credit Card (Visa, MasterCard, American Express, Discover).

Scheduled Payment Dates

The following are the dates payments will be automatically charged to your card on file:

- May: 22nd, 29th
- June: 5th, 12th, 19th, 26th
- July: 2nd, 10th, 17th, 24th, 31st

Registration Requirements

- Registration is available online or in person at McAllister. Online registration instructions are available on our website <https://lafayette.in.gov/mcallister> or at McAllister: 2351 N 20th Street, Lafayette, IN.
- A \$50 non-refundable deposit is required at the time of registration.

Important Notes

- If litigation is required to enforce payment policies, the City of Lafayette will recover court costs, attorney fees, and other related expenses.
- For questions about camp payments, contact the McAllister Center Camp Director at (765) 807-1360.

By signing below, you acknowledge that you have read, understand, and agree to comply with the payment policies and procedures outlined above.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Name (Printed): _____

Automatic Payment Authorization

Terms and Conditions for Automatic Payments

These Terms and Conditions govern the automatic deduction of payments from your credit or debit card (the “Card”) for services provided by McAllister Recreation Center (the “McAllister”). By enrolling in automatic payments, you agree to be bound by these terms.

Authorization

You authorize McAllister to charge your Card for the agreed-upon fees and charges related to the camp services. You represent and warrant that you are the authorized user of the Card and have the legal right to authorize these transactions. You agree to provide and maintain accurate and up-to-date Card information. You agree to notify McAllister promptly of any changes to your Card information, including expiration date, number, or billing address.

Payment Schedule

Payments will be automatically deducted from your card on Friday prior to the start of your child’s scheduled camp week. The amount charged will be based on the number of registered campers and days attended during the current camp week to be paid. You will receive an emailed invoice prior to each automatic payment, detailing the amount to be charged and the date of the deduction.

Cancellation Policy

You may cancel your automatic payment authorization at any time by providing 2 days’ written notice to McAllister. You can submit your cancellation request via email to mcallister@lafayette.in.gov. Cancellation of automatic payments will terminate your agreement for services with McAllister.

Data Protection

McAllister takes the security of your personal and financial information seriously. We comply with applicable data protection laws and regulations. We use industry-standard security measures to protect your Card information and other sensitive data.

Liability

McAllister is not liable for any errors or delays in processing payments due to circumstances beyond our reasonable control, including but not limited to technical failures, banking system issues, or acts of God. You are responsible for ensuring sufficient funds are available in your account to cover the automatic payments. Any fees or charges assessed by your financial institution due to insufficient funds or declined transactions are your sole responsibility.

By signing, I understand and accept the Automatic Payment Terms and Conditions provided with this form, and I affirm that I am an authorized signer on the below referenced debit or credit card. I authorize McAllister Recreation Center to electronically withdraw funds based on the terms and conditions above.

Name (Printed): _____

Signature: _____

Date: _____

CAMPER MEDICAL RECORDS

Allergies: No known allergies. This camper is allergic to: Food Medicine The environment (insect stings, hay fever, etc.) Other
(Please describe below what the camper is allergic to and the reaction seen.)

Diet, Nutrition: This camper eats a regular diet. This camper eats a regular vegetarian diet. This camper is lactose intolerant. This camper is gluten intolerant.
 Other, *please explain in space.*

Medication: This camper will not take any daily medications while attending camp.
 This camper will take the following daily medication(s) while at camp:

"Medication" is any substance a person takes to maintain and/or improve their health. This includes vitamins & natural remedies. *Please review camp instructions about required packaging/containers. Many states require original pharmacy containers with labels which show the camper's name and how the medication should be given. Provide enough of each medication to last the entire time the camper will be at camp.*

Name of medication	Date started	Reason for taking it	When it is given	Amount or dose given	How it is given
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		

Mental, Emotional, and Social Health; Check "Yes" or "No" for each statement.

Has the camper:

1. Ever been treated for attention deficit disorder (ADD) or attention deficit/hyperactivity disorder (AD/HD)? Yes No
2. Ever been treated for emotional or behavioral difficulties or an eating disorder?..... Yes No
3. During the past 12 months, seen a professional to address mental/emotional health concerns?..... Yes No
4. Had a significant life event that continues to affect the camper's life?..... Yes No
(History of abuse, death of a loved one, family change, adoption, foster care, new sibling, survived a disaster, others)

Please explain "Yes" answers in the space below, noting the number of the questions. The camp may contact you for additional information.

McAllister Recreation Center Camp

Behavior Management Policy

The McAllister Recreation Center philosophy is that children should spend their vacation from school engaged in safely supervised activities that continues their learning and growing process. In order to ensure that each child can reach this goal, children participating in McAllister camp programs must act responsibly and respectfully. Children need to follow directions, respect others and oneself, and accept responsibility for their own behavior.

Goals of the Camp Behavior Management Policy are:

1. To ensure the safety and well-being of all campers.
2. To ensure that all youth benefit from the day camp experience.
3. To ensure that every camper has the opportunity to complete the program available and suitable to their age level.
4. To enable all youth to manage their social interactions.
5. To create a framework for cooperative effort between campers and staff.

Campers will be responsible for:

1. Their adult and peer relations.
2. Their compliance with camp procedures and practices.

The Camp Staff will be responsible for:

1. Creating and implementing a program of recreation which maximizes the opportunity for campers to achieve a successful learning and growing process.
2. Working cooperatively with campers to facilitate that growth.
3. Ensuring that camp rules are frequently reviewed with and clearly understood by youth.
4. Demonstrating consistency and reliability in implementing the behavior management policy.
5. Respecting and protecting the rights of all youth at camp.

The Behavior Management Policy expectation is that campers will:

1. Follow the safety rules of camp.
2. Cooperate with other campers and staff.
3. Respect the rights and properties of others.
4. Listen and follow instructions.
5. Participate in all activities.

Positive Reinforcements

The camp staff will provide leadership, guidance and assistance to all youth in meeting the behavior expectations. Campers who choose to behave in a socially appropriate manner will maximize the benefits they receive from the day camp experience. Campers meeting expectations will also enjoy the following positive consequences:

- Pat on the back, high five, fist bump
- Special responsibility or helper
- Verbal or written acknowledgment of good behavior
- Prize from basket

Negative Consequences

The camp staff understands that children may misbehave and that the majority of those misbehaviors will be minor or inconsequential. Sometimes a child's behavior may warrant adult intervention and implementation of the behavior management policy. The following are some examples of misbehavior at camp:

1. Swearing.
2. Refusing to follow instructions, directions or safety rules.
3. Verbally or physically harassing other campers.
4. Bullying a camper or group of campers
 - Our definition of bullying is when an individual or a group of people with more power **repeatedly and intentionally target** another person or group of people.
5. Disrupting the camp process.
6. Refusing to participate in program activities.

*Severity of these offenses are at the discretion of the McAllister Administrative Staff.

When a child does not meet behavior expectations, the following negative consequences may be implemented depending on the severity and repetitive nature of the behavior:

Consequences:

- Verbal reprimand
- Time-out
- Isolation from group
- Restriction of pool/activity time
- Written explanation of behavior

Documentation:

- Parents are notified of all incidents that are brought to Administrative Staffs attention and logged on our "Daily Parent Notification Log."
- Verified misbehavior will be documented on a behavior report. That documentation will be available to parents.

Depending upon the nature and severity of the misbehavior, the Administrative Staff may proceed directly to suspension or expulsion.

Consequence Progression:

- 1st Offense – Behavior will be documented and a conference with the Administrative Staff will occur.
- 2nd Offense – Behavior will be documented, parent conference with Camp Director and McAllister Manager will occur. Consequences up to one-week suspension from camp.
- 3rd Offense – Behavior will be documented, parent conference with Camp Director and McAllister Manager will occur. Consequences ranging from suspension to expulsion from camp, depending on the severity and repetitive nature of the action.

If you have any questions regarding the behavior management policy, please feel free to contact the Camp Director or McAllister Manager at (765) 807-1360.

I have read and understand the Behavior Management Policy for the McAllister Recreation Summer Camp.

Parent/Guardian Signature

Date