



# NORTH WOODS & PLEASANT VALLEY OVERNIGHT CAMPER PAPERWORK

We are so excited that you have chosen North Woods/Pleasant Valley Overnight Camps for your child this summer!

To complete your Camper Paperwork, follow the steps below.

## STEP 1: Login to your account

If you are a returning camper, then you already have a Camp In Touch account. If you cannot remember your login information you can reset your password at any time. It's so easy! [CLICK HERE](#) to go to the login page. Enter your email address and click the retrieve/set password link. Re-type your email address, and follow the instructions sent to your email. Great work, head on over to Step 2 😊

**Log In**

Email Address

Password

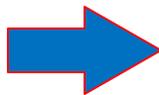
Remember me [Retrieve/Set Password](#) [Camp In Touch](#)  
Privacy Policy Terms of Use

**IMPORTANT: If you have a new email address, please login using the old email address then update it once you access your account.** Entering a new email address will create a **DUPLICATE** account including **FINANCIAL** and **MEDICAL** information. This causes confusion for you, the billing office and nursing staff.

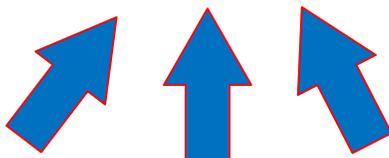
If you get **locked out** of your account (this happens when a password is entered incorrectly to many time) you will need to call camp to unlock it for you.

If you have any concerns about this or need further assistance, please give us a call at 603-569-2725. Thank you! 😊

## STEP 2: Click on Forms & Documents



Camper Forms Due by  
June 1st



### Forms Dashboard



#### Forms & Documents

Complete forms online and print important documents.



#### Adult/Family Application

Complete an online adult and/or family application.

### Your Camper



#### Camper Application

Fill out our online camper application.

### Your Family



#### Update Addresses/Phone Numbers

Review and update your contact information.



#### Financial Management

Review and update your financial information for tuition and other payments to camp.

### Your Account



#### Login Details

Change your e-mail address or password.

### Online Community



# Overview of Camper Paperwork list

All items in **Green** squares are completed ONLINE

Items in **Yellow** squares are forms that **MUST BE** uploaded back into the system. We recommend using a photo scan app for easy upload.

Camper Paperwork is due June 1st.

## Forms & Documents

FORM	DUE	STATUS
 Bully-Free Contract		
 Bunk Requests		<b>Please note, requests are not guaranteed.</b>
 Camper About Me & Parent Information <a href="#">[more info]</a>		
 Camper Photo <a href="#">[more info]</a>		
 EPI PEN AND INHALER PERMISSION FORM <a href="#">[more info]</a> (163.59kb PDF)		<b>ONLY IF NEEDED</b>
 Health and Prescription Cards (110.21kb PDF)		
 Health History		
 Immunization (41.25kb PDF)		
 Parent Information Letter (241.59kb PDF)		<b>FYI ONLY</b>
 Parental Consent & Policy Form		
 Physician's Exam (129.68kb PDF)		
 Prescription Payment <a href="#">[more info]</a> (136.76kb PDF)		<b>THIS FORM MUST BE MAILED TO CAMP BY JUNE 1st</b>
 Camper Packing List (404.28kb PDF)		<b>FYI ONLY</b>

**STEP 1: Bully Free Contract** (online web form) Our goal is to set every camper up for a successful session at camp. This begins with clear communication about behavioral expectations while at camp.

Please read with your camper then sign and date this online contract.

I understand, and agree to make every effort to meet the above guidelines, rules, values, and expectations of North Woods, Pleasant Valley, and the YMCA of Greater Boston.

Camper's Signature	Date
<input type="text"/>	04/05/2021
Parent Signature	Date
<input type="text"/>	04/05/2021

**STEP 2: Bunk Requests** (no action required) The process of assigning cabin is dependent on camper ages and grades. Our goal is to foster new relationships so we avoid putting too many kids that know each other into the same cabin, as cliques can form. Please know the director is available to discuss individual cases with parents prior to arriving at camp, email can be sent to [campingservices@ymcaboston.org](mailto:campingservices@ymcaboston.org) specifying your need **one month prior** to check-in day.

- First Year Campers– You may request up to 3 bunkmates. Please note, we try our best to honor bunk requests however, they are not guaranteed.
- Return Campers- we do not encourage or guarantee cabin requests.

**STEP 3: Camper "About Me & Camper Information"** (online web form)

- "About Me" is to be completed **by the camper**. We recommend a parent or guardian sit with your camper to guide them through completion of this form.
- "Camper Information" is completed **by the parents/guardians**. This information is shared with the director, the camper's head counselor, and the nursing staff. If you have concerns about your camper's social, emotional, or behavioral needs, we encourage you to reach out. The directors and nursing staff are available to speak with you prior to your arrival at camp. The more we know about your camper the better prepared we can be to support their needs.

**STEP 4: Camper Photo**

Please upload a photo of your smiling camper. Please choose a photo containing only your child. Photos without filters and are close to most recent are preferred. School photos or ID pictures are best. (No sunglasses or filters please)

**Step 5: Epi-Pen and Inhaler Permission To Possess (IF APPLICABLE) (Print, complete and upload back into Camp In Touch)**

If your child will be bringing an epi-pen or inhaler to camp, this form will need to be signed and dated by your physician.

 [EPI PEN AND INHALER PERMISSION FORM \[more info\] \(163.59kb PDF\)](#)  **ONLY IF NEEDED**  [UPLOAD](#)

**STEP 6: Health History** (online web form) This section may take about 15 minutes. **“Before starting this section, you may want to gather the following information.”**

- Emergency Contacts names and phone numbers
- Health Care Providers names and phone numbers
- Health Insurance Information
- Physicians Health Exam
- Mental, Emotional, and Social Health
- Nutritional Profile
- Medications
- Immunizations (If you have a form from your physician to upload, you can bypass entering this information in by selecting “Camper has not had any of the above”
- IEP or 504 (if applicable)
- Once all pages have been completed: **Check the box in the picture below, type your name in the signature box and Click Submit Health Form.**

**By my signature I affirm that this health history is correct and complete to the best of my knowledge and that I have read, understood and agree to the Terms and Conditions specified in this form.**

**SIGNATURE**  **DATE** 01/09/2020

If the form is not completed fully, the system will ask you to return to a page and fix items that were missed. They will be highlighted in red. If you choose to end before finishing all sections, the system will save your work. **However**, you must return to the document and click Submit Health Form (as pictured above) to make certain the form is marked completed.

- If you do not click Submit Health Form, it will show as incomplete. If not completed before check-in day, you will not be able to check your child in to camp. If you need help, please contact camp.

**STEP 7: Immunizations** (Print, complete and upload back into Camp In Touch) Your doctor may choose to use his/her own form.

**STEP 8: Parent Authorization (Print, complete and upload back into Camp In Touch)**

**This form has 3 important parts:**

- #1 Provide photocopies (**front and back**) of your child’s health insurance cards including prescription coverage.
- #2 Parent/Guardian’s consent to treatment **signature at bottom**
- #3 Provide the **date of birth** of the insurance subscriber

Applicant's Name  Session  Birth Date   Male  Female

**Parent Authorization** HEALTH FORM 

Place your Medical Insurance card here FACE UP & Photocopy	Place your Prescription card here FACE UP & Photocopy
Place your Medical Insurance card here FACE DOWN & Photocopy	Place your Prescription card here FACE DOWN & Photocopy

## STEP 09: Parent Information Letter

(Print and keep for your reference)

## STEP 10: Parental Consent and Policy Form

(online web form)

## STEP 11: Physician's Examination

(Printable form, requires uploading once completed) \*Please feel free to use your physician's examination form (Valid for 2 years)

Must be **signed** and **dated** by doctor

## Step 12: Prescription Payment Form

(Printable form)

Please sign and date

**MAIL** it to Camp \*This form contains Credit Card information so we it can't submitted electronically.

## Step 13: Camper Packing List

(no action required)

Print and keep for your reference



## Prescription Payment Authorization Form

In the event your child becomes ill or requires any new prescription medication while at camp, the YMCA of Greater Boston Overnight Camps has a prescription payment policy that requires a signature authorization for all credit card transactions.

In order to ensure your child receives their prescription in a timely manner, we ask that you complete and sign this form authorizing us to pay for and fill the medication on your behalf. Our camp Doctor or Nurse will notify you if your child becomes ill and advise if medication is prescribed.

Camper's Name \_\_\_\_\_ Date: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Grade (next fall) \_\_\_\_\_ Camp \_\_\_\_\_ Session \_\_\_\_\_

Health Ins. Subscriber's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Does your child's health insurance cover prescription costs? \_\_\_ YES \_\_\_ NO

If NO, do you have separate prescription insurance? \_\_\_ YES \_\_\_ NO

I hereby authorize the YMCA of Greater Boston Overnight Camps to choose a pharmacy that will bill this credit card for prescriptions filled for the child named above during the summer.

Card Holder's Name (please print) \_\_\_\_\_

Select Card Type: \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ DISCOVER \_\_\_ AMERICAN EXPRESS

Card # \_\_\_\_\_ EXP: \_\_\_\_\_ CVC: \_\_\_\_\_ (3-4 digits)

Signature of Card Holder \_\_\_\_\_

**Whew, that was fun! Nice job!**

Questions? Comments? Need help? Feel like chatting?

Reach out anytime! 603-569-2725 or [campingservices@ymcaboston.org](mailto:campingservices@ymcaboston.org)

## FAQ's- FREQUENTLY ASKED QUESTIONS & PRO TIPS

### Q. HOW TO MERGE PRINTED PAPERS, TURN PHOTOS INTO DOCUMENTS and CREATE an UPLOADABLE PDF

A. We recommend using a photo scan app

### Q. Can I make a payment online?

A. Yes, In your account under "Financial Management" shown by the **YELLOW** arrow to the right, you can enter a payment or add/change the card on file.

### Q. I no longer have access to the email address I set up my account with, how can I change it?

A. Login in account using your old email address. In Update address/Phone numbers shown by the **BLUE** arrow to the right. If you are unable to access your account, please call the office and we will manually update it for you. 603-569-2725

#### Forms Dashboard



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**Q. My child is enrolled for a session at camp, and cannot remember how much I paid for my deposit. How can I easily see this information?**

A. Good news! Registering online makes it easy for you to log into your Camp In Touch account and see your current statement, which credit card you have on file (you can change/add a card here as well), and your total balance due.

To get to this page, log in to your account and scroll down to the yellow button called Financial Management (see **PURPLE** arrow in picture on right). Please keep in mind this button will not appear until you are officially enrolled into a session.

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**Q. My name is spelled wrong or has changed and I would like to update it. How do I make changes?**

A. Login to your CampMinder account, and scroll down to the button called Update Addresses/Phone Numbers (see **BLUE** arrow in picture above). Here you will be able to edit your contact information.

**ANSWERS TO OTHER FREQUENTLY ASKED CAMP QUESTIONS  
CAN BE FOUND [HERE](#)**