QUEST Summer Parent Handbook 2022

WHERE YOUR FAVORITE SUMMER MEMORIES ARE MADE!
Dear Parents,

Welcome to Mansfield Independent School District’s QUEST Camp Destination! We are so glad you have decided to have your student(s) join us this summer! Our program is a place where students feel they are in a safe environment and each family’s needs are recognized and addressed. We are looking forward to a summer filled with enriching classes, fun filled field trips, and daily opportunities to make memories and build friendships!

We hold special pride in our professional staff selected for their abilities to help children reach their greatest potential; they are the strength of our program.

It is our role to encourage and facilitate the learning of children, parents, and one another. We are pleased to embrace this responsibility. Thank you for choosing QUEST Camp Destination!

If we can ever be of assistance, please call our office at 817-299-7596.

Sincerely,

The QUEST Team

Mansfield ISD QUEST Philosophy

**District Mission:**

The mission of MISD is to inspire and educate students to be productive citizens.

**District Vision:**

A destination district committed to excellence.

**QUEST Mission:**

To increase the success of MISD students by providing rigorous activities, engaging enrichment and recreational opportunities that will allow students to explore their interests and discover their talents.

**QUEST Motto:**


Camp Destination Contact Information

**Site Supervisor**

Kassie Bradshaw, TX DFPS Licensed Childcare Director

**Location**

J.L. Boren Elementary

1401 Country Club Dr. Mansfield, TX

Phone: 682.314.2949
Policies and Procedures

Enrollment Procedures

Currently attending Mansfield ISD students can register for Camp Destination by visiting www.ezchildtrack.com/MISDQuest/Parent. Students who are new to the district are able to enroll once they have received confirmation of enrollment from their campus.

Once registration is completed and approved by the QUEST Administration Team, an acceptance email will be sent confirming your student(s) enrollment in Camp Destination. Please keep in mind that your account must be in good standing at the time of registration for Camp Destination.

All required forms must be completed and turned in no later than Monday, May 23, 2022. Forms need to be submitted via email at quest@misdmail.org. Failure to submit required forms by the date listed will result in forfeiture of spot. Parents must keep staff informed of any changes on the enrollment forms.

Water Activities

QUEST will not attend any swimming pools during Camp Destination. However, students may experience splash pads, water tables, and/or wading pool activities.

Animals

Parents will be notified in writing if any animal(s) will be present at the operation. Students will have the opportunity to see many different animals during our visits to the local zoo and aquarium, however, students are not allowed to have contact with chickens, ducks, reptiles (snakes, turtles, lizards, iguanas), nor amphibians (frogs and toads).

Emergency Preparedness

For the following emergencies, all students and Camp Destination personnel will be relocated to a safe area of the school until the emergency is no longer a threat: earthquake, lightning storm, severe weather including tornadoes, or a situation outside with an unsafe person. Once relocated, all children will be accounted for and the appropriate QUEST staff and licensing officials will be notified.

For the following emergencies, all students and Camp Destination personnel will relocate to an area outside of the school until the emergency is no longer a threat: gas leak, bomb threat, hostage situation when able, fire, or internal flood. Once relocated, all children will be accounted for and the appropriate QUEST staff and licensing officials will be notified.

If we are unable to return to the school, QUEST will work with MISD administration, district transportation, and emergency management personnel to determine where programming will be provided. QUEST will be responsible for communicating with parents and licensing officials should we need to relocate our program for an extended period of time.

Camp Destination has an on-site Emergency Preparedness plan specific to J.L. Boren. This plan is reviewed, shared, and available to all staff, licensing representatives and parents.
Inclement Weather

Your safety, the safety of your children, and the safety of our QUEST team members are of the utmost importance. In the event of inclement weather/adverse conditions, Camp Destination will follow MISD weather protocol. If there are any delays, early closures and/or school closings, parents will be notified immediately. Credits/ prorated tuition will not be given due to inclement weather closures.

Clothing

Students are encouraged to dress comfortably while following Mansfield ISD dress code policies. Daily activities will be conducted outdoors therefore your child should wear cool clothes and avoid dark colors. Closed toed shoes should be worn at all times. We highly encourage that a full set of clothes (top, bottoms, underwear, and socks) be labeled with students first and last name be turned in on the first day of Camp Destination for students between the ages 4-6.

Personal belongings

Students should not bring any personal items with the exception of a reusable water bottle which must be labeled with student’s first and last name. QUEST is not responsible for any items that are stolen, lost, or damaged during Camp Destination. If your student will be bringing their lunch each day, please make sure their first and last name is clearly labeled on their lunch box/sack (Camp Destination is a nut-free environment). No backpacks allowed.

Field Trips/ Transportation

A field trip calendar will be provided at Parent Orientation and will be posted on the Parent Communication board which is located at the drop off/pick up area at the campus. Transportation for all field trips will be provided by Mansfield ISD Transportation. On field trip days, students are required to wear their Camp Destination t-shirt which will be given to every student on the first field trip.
You should plan to have your student arrive no later than 8:30AM daily; accommodations for late arrivals will not be made. Failure to arrive on time could result in missed activities for students or forfeiture of the field trip.
If discipline and/or behavior concerns arise while on the field trip, QUEST Administrative Staff reserves the right to contact parents/guardians for immediate student pick-up from field trip location. Failure to pick-up student will result in student forfeiture of future field trip(s).
Credits/prorated tuition will not be given to students who do not attend a field trip for any reason.

Playgrounds

While we are operating on a school campus, we do not provide the maintenance for the playgrounds and they may or may not meet the minimum standards as required by DFPS Childcare Licensing. Our staff will monitor and check the safety of grounds and equipment daily. We work closely with school and building administrators to ensure playgrounds meet all requirements of the QUEST program as well as any standards of the organizations or schools that own and maintain them.

Contacting your Student

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the Site Supervisor at any time. Students are not allowed to utilize cell phones or any other electronic devices. You may contact the site staff by calling the site phone at 682-314-2949.
Communication

We welcome all feedback; any comments or concerns related to the program can be directed to either the Site Supervisor or QUEST Administrative Staff. All communication during programming days should be directed to the Site Supervisor so that center staff can supervise the children. We request that any serious concerns be discussed outside of program time so as not to disrupt the flow of activities. In order to better meet the needs of your child, we may share information with Mansfield ISD personnel.

Any changes in policies or procedures will be documented in writing and sent to families at least one week before policy implementation.

Discipline

Children attending the QUEST Program will adhere to the discipline policy for the Mansfield Independent School District students during the core day. (See Student Code of Conduct)

Children whose behavior endangers themselves or others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of the QUEST staff.

While our staff will make every effort to accommodate your child’s needs, there may come a time when staff determines that the program will not be able to meet those needs.

Serious behavioral problems will be documented and the following actions will be taken:

1) 1st Offense - child counseled, note and/or phone call to parent;
2) 2nd Offense – Student’s parent will be notified of the offense with a Parent Communication form which will outline appropriate behavior expectations, unacceptable behavior, and possible future consequences.
3) 3rd Offense – child may be removed from program or extended consequences may be given

The QUEST Program reserves the right to remove a child without use of the three steps listed above if the QUEST Director/Program Coordinator deems it appropriate. Any student committing a major offense, including, but not limited to, physical abuse of others, profanity, insubordination, sexual harassment, leaving school grounds without permission, falsification of records, among others, will result in removal from program.
Attendance

Daily attendance is highly encouraged. Students must be dropped off by 8:30 every morning to ensure they do not miss out on any exciting activities or field trips.

Check In/ Drop Off

Please ensure you have a photo ID/driver's license with you at check in and check out. The QUEST Site Supervisor will be the one to check in and check out each student. The QUEST program does not and will not assume responsibility for children that are dropped off before 6:45AM and not fully checked-in according to set procedures and guidelines mentioned above.

Check Out / Release of Children

Please bring a photo ID with you every day for check-out. The QUEST Site Supervisor will check your child out daily. For security verification purposes, QUEST will collect a copy of a valid photo ID, and/or record the driver’s license number for each authorized adult. Children will be released only to those authorized by the parent on the child’s Registration Form. It is the parents’ responsibility to notify Camp Destination of any changes in authorization. If someone other than the authorized individuals must pick-up your child, you must update this information in your EZChildtrack account. Those picking up your child(ren) should be prepared to show identification to the Camp Destination staff member upon request. No child will be released to anyone who is not authorized to pick up.

Age Exceptions

Mansfield ISD students attending Camp Destination must be between the ages of 4 and 12 years old by Tuesday, May 31, 2022. Camp Destination is designed with curriculum and programming for students of a certain age. Due to our licensing requirements, age exceptions will not be accepted.

Hours of Operation

Camp Destination will be in operation at J. L. Boren Elementary School. The program will begin on Tuesday, May 31, 2022 and will end on Friday, July, 29,2022, for a total of 8 weeks. Camp Destination will be closed the week of Monday, July 4-July 8, 2022 in observance of 4th of July holiday.

Camp Destination will run Monday through Friday each week. Students can be dropped off as early as 6:45 AM each morning and must be picked up by 6:30 PM each evening.

Late Pick Up

Children must be picked up on time each day. Three late pick-ups may result in removal from the program. A $1 late fee will be applied to your account for every minute after 6:30PM you are late.
**Financial**

The weekly tuition rate for a single student is $200 and includes a daily breakfast, lunch, and afternoon snack, as well field trips and other fun, engaging activities. Please keep in mind that the tuition rate stays the same even if your student brings his/her breakfast, lunch, snack or misses a field trip/activity. Discounts will be applied for families with multiple student on the same account as follows:

- First child on the account: $200 per week
- Additional child(ren) on the same account: $190 per child, per week.

<table>
<thead>
<tr>
<th>Child #</th>
<th>Cost per Child per Week</th>
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<tbody>
<tr>
<td>Child 1</td>
<td>$200</td>
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<tr>
<td>Child 2</td>
<td>$190</td>
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<tr>
<td>Child 3</td>
<td>$190</td>
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<tr>
<td>Child 4</td>
<td>$190</td>
</tr>
</tbody>
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A non-refundable registration fee of $75 for a single student or $100 for a family is due at the time of enrollment. Camp Destination is a pre-paid program. A full-weekly fee is due whether a child attends for the entire or partial week. There will be no credit adjustments or refunds for absences, suspensions, communicable diseases or inclement weather. Payment is due the Friday prior to the week of service. Below you will see the weekly due dates along with the week it covers:

<table>
<thead>
<tr>
<th>Camp Destination 2022 Scheduled Payment Due Dates</th>
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<tbody>
<tr>
<td>Scheduled Payment Due Date:</td>
</tr>
<tr>
<td>Friday, May 27th</td>
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<tr>
<td>Friday, June 4th</td>
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<tr>
<td>Friday, June 10th</td>
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<tr>
<td>Friday, June 17th</td>
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<td>Friday, June 24th</td>
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<tr>
<td>Friday, July 8th</td>
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<td>Friday, July 15th</td>
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<tr>
<td>Friday, July 22nd</td>
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</tbody>
</table>

No camp Week of July 4-8, 2022 in observance of 4th of July Holiday. No payment due.*

Tuition not paid by each Friday will be charged a $15 late payment fee. All fees will need to be paid the week in which they are incurred.

If an account becomes delinquent, QUEST admin will determine when the suspension of services is necessary and will contact the parent/guardian on or before the day services are interrupted; the site director operating the program will also be notified.

Children should be picked up promptly by the program closing time. Repeated failure to comply may result in termination of services. A late pick-up fee of $1.00 per minute per child will be applied after 6:30PM. The late pick-up fee will be added to the account and must be paid the following day.

QUEST employees working at centers are not allowed to accept payments (cash and/or checks). All payments must be applied online using the EZChildTrack system. QUEST accepts Mastercard, Discover, and VISA. A 3.25% service fee is included in the tuition fee, which is non-refundable.

Cancellations and reductions in weeks of attendance will result in a cancellation fee of $100. Cancellations must be submitted in writing and sent to QUEST@misdmail.org.
Health

Camp Destination will follow district health guidelines. To view the Mansfield ISDs health guidelines, please click here. A Mansfield ISD Nurse will be on duty from 8:00AM – 4:30 PM.

A student will not be allowed to attend Camp Destination if one or more of the following exist:

(1) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;

(2) The illness prevents the child from participating comfortably in the operation activities including outdoor play;

(3) The child has one of the following:
   (A) An oral temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
   (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
   (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
   (D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or

   A child may return to program when they are free from sickness for 24-hours without the assistance of fever reducing aides.

(4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

To continue to keep your student and all QUEST Camp Destination participants safe and healthy we ask that you screen your student for the following:

• A temperature of 100 or above;
• Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low grade fever;
• In the previous 10 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness

What if my child becomes ill while in the care of Camp Destination?
   (1) The nurse will contact the parent to pick up the child;
   (2) We will care for the child apart from other children;
   (3) Give appropriate attention and supervision until the parent picks the child up; and
   (4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

For an illness or injury that requires the immediate attention of a health-care professional, QUEST will:
   (1) Contact emergency medical services;
   (2) Give the child first-aid treatment or CPR if/when needed;
   (3) Contact the child's parent/guardian;
   (4) Contact the physician or other health-care professional identified in the child’s record.
Accidents/Incidents

If an accident occurs while a child is attending the program, the staff will assess the injury and take appropriate action. First aid kits are kept at the site to deal with minor scrapes, cuts and bruises. If a more serious injury occurs which requires medical attention, 911 may be called and the parent will be notified. An accident/incident report will be prepared and a copy will be provided for the parent upon pick-up. All Site Supervisors are CPR certified. QUEST is not responsible for medical expenses resulting from an illness or accident at the center.

Insect Repellant and Sunscreen

We ask that parents send their child to Camp Destination each day with an initial application of both sunscreen and insect repellent for our morning outside time. We will apply a second time before the children go outside in the afternoon. Families will need to supply all sunscreen and insect repellent for their child(ren) by the first day of Camp Destination; please make sure both are labeled with student’s first and last name. Please note that we do not allow aerosol spray cans of any kind. An Administration of Medication form will need to be completed each year.

Nutrition

Each day your child will be provided breakfast, lunch, and an afternoon snack. If a child’s diet must be modified for health reasons, the parent must notify the center in writing and it must be included in the child’s records. If a child’s diet is modified for cultural, religious, or medical reasons, the parent must notify the center in writing and may be asked to provide supplemental foods.

A refrigerator nor microwave will be available. Please make sure your student’s first and last name is clearly labeled on their lunch.

Due to allergies, QUEST is a nut-free zone.

Safety

We ask that parents closely supervise their children in the foyer and parking lots when arriving/departing. Parents are required to come inside to check their students in/out each day.

Parents or approved persons on the registration form must follow Camp Destination procedure in picking up their child each day. Children will not be permitted to leave with any person who is not listed as an authorized pick up in EZ Childtrack.

The person picking up your student must be at least 16 years of age with a valid driver’s license, or at least 18 years of age with a valid state ID. Students will not be released to siblings who do not meet the above requirements.

All employees are required by Texas Law to report any suspicion of child abuse or child neglect.

QUEST staff will follow all MISD Counseling Department Guidelines and Procedures when a child expresses an intent to harm themselves or others.
Medications

Medication will not be given during the QUEST Program unless deemed necessary by school nurse and if the QUEST staff has the capability to administer the medication. If your child requires prescribed medication during Camp Destination hours, you will be required to submit a doctor’s order as well as a signed Administration of Medication form. An MISD Nurse will be on duty from 8:00AM – 4:30PM.

Immunizations

Children enrolled must meet applicable immunization requirements specified by the Department of State and Health Services. The Texas Department of State and Health Services does not require tuberculosis testing for children under the age of 14. QUEST does not require specific immunizations for staff.
**Clauses**

**Licensing**

QUEST Camp Destination at J. L. Boren is licensed by the Texas Department of Family and Protective Services. A copy of the state department’s Minimum Standards, as well as a copy of the most recent licensing inspection can be found at the parent sign-in location. A copy can also be found on the Texas Department of Family and Protective Services website. Contact information for the Local Licensing Office, Texas Abuse and Neglect Hotline, Poison Control, and the DFPS website can be found at the parent sign-in location.

**Child Abuse and Neglect Reporting**

The Texas Department of Family and Protective Services require that Camp Destination staff report suspected cases of child abuse. This includes the reporting of parents whose abilities appear to be impaired by drugs or alcohol. The child abuse hotline is 1.800.252.5400 or the local Licensing office may be reached at 817-321-8604. Department of Family and Protective Services website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**Liability**

QUEST is not responsible for medical expenses resulting from an illness or accident at the center.

**Non-Discrimination Clause**

QUEST is part of Mansfield ISD (a local education agency) and does not discriminate in employment, enrollment, or nutrition programs on the basis of race, color, religion, national origin, sex, marital status, disability or handicap, age, or any other status protected by the local, state or federal laws.

**Confidentiality**

The QUEST staff will, at all times, protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary and only by approved Mansfield Independent School District personnel and according to district policy. In addition, our staff will protect the confidentiality of our participating families by protecting any other privileged information gained through conversations and/or written documents. No personal information will be released to outside entities without the expressed written consent of a parent and/or guardian.
The QUEST program seeks to increase the success of MISD students by providing rigorous activities, engaging enrichment and recreational opportunities that will allow students to explore their interests and discover talents. In order to provide a safe and productive learning environment to students, participants must observe the program’s code of conduct. The QUEST program is not a part of the instructional program of Mansfield ISD therefore, participation may be denied at the discretion of the QUEST Director if individuals do not comply with these standards of behavior.

REQUIREMENTS:

1. Students must observe school and district Codes of Conduct.
2. Students will attend the program regularly.
3. Students will respect all school and program property.
4. Students will follow instructions.
5. Students will demonstrate courtesy.
6. Students will conduct themselves in a responsible manner.
7. Students will create positive relationships.
8. Students will follow safety procedures at all times.
9. Students will engage and participate in daily activities.
10. The intent to harm (physical or emotional) any child or adult (hitting, scratching, kicking, fighting, teasing, name-calling, bullying) will not be tolerated.

CONSEQUENCES:

1. 1st Offense - Child counseled, note and/or phone call to parent.
2. 2nd Offense - Student’s parent will be notified of the offense with a Parent Communication form which will outline appropriate behavior expectations, unacceptable behavior, and possible future consequences.
3. 3rd Offense - Child will be removed from program.

MAJOR OFFENSE CLAUSE:
Any student committing a major offense, including, but not limited to, physical abuse of others, profanity, insubordination, sexual harassment, leaving school grounds without permission, falsification of records, among others, will result in removal from program.

Student Name: _____________________________________________________________

Parent/Guardian Name: ____________________________________________________

Date: _______________
Parent/Guardian Code of Conduct

The following guidelines have been created to meet the standards, policies and procedures of the QUEST minimum standards for childcare centers and the Texas Family Code. All QUEST staff and volunteers are knowledgeable of these standards, policies and procedures.

1. Communicate with the Site Supervisor or staff daily.
2. Give detailed information to the Site Supervisor if custody situations arise.
3. People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the student must not be present when students are in care.
   a. Do not confront any student in a threatening manner.
   b. Do not confront students from other families.
   c. Using profanity in the presence of a child is prohibited and against the law.
   d. Report concerns to the Site Supervisor/ Program Coordinator.
   e. In the event of threatening behavior towards a QUEST staff member or child, Mansfield ISD Police will be called.
4. Consumption and/or possession of alcohol in any form is strictly prohibited by QUEST. Controlled substances/medications must be accompanied by a written doctor’s prescription when used during Camp Destination, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the presence of students and staff.
5. Children will not be released to parents, guardians, or other authorized adults if the QUEST staff feels as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.
6. People must not smoke, use tobacco products, E Cig, or Vape Pens at the school, on the premises or on the playground.
7. Parents will not be allowed to pick up their student(s) from field trip location unless deemed necessary by QUEST Administrative Staff due discipline and/or behavior concerns. QUEST reserves the right to contact parents/guardians for immediate student pick-up from field trip location. Failure to pick-up student will result in student forfeiture of future field trip(s).
8. Students will be picked up and leave the school premises on time at the end of the program day.

Consequences of Parent Misbehavior

In regards to the “Adult Code of Conduct” listed above, any parent misbehavior will result in the QUEST Director’s decision ranging from a verbal warning to the maximum penalty being parent’s removal from the building or the student’s removal from our program.

Student Name: 

Parent/Guardian Name: 

Date: 

QUEST Camp Destination
Parent Agreement 2022

Student(s): ____________________________________________

Parent Responsibilities

• I understand that by enrolling my child/children, I am committing to the session marked below:
  o _____ The entire summer, Tuesday, May 31 - Friday, July 29, 2022
  o _____ June Session, May 31-July 1, 2022
  o _____ July Session, July 11-July 29, 2022

• I will notify the QUEST administration team in writing of the week that my child/children will not be attending, if applicable. Only applicable for students who attend all 8 weeks of Camp Destination.

• Accompany the child into the school and sign him/her in for the day by 8:30 AM.
• Check the child out of the center each day. Students will not be allowed to check themselves in/out of the program. Failure to comply may result in removal of the program.
• Notify the central QUEST office and center staff of any change in those individuals authorized to pick up the child.
• My student will wear his/her Camp Destination t-shirt for every scheduled field trip.
• Pick up a sick or injured child from the center as soon as possible after being notified by QUEST staff.

I understand that the following will result in my child’s automatic withdrawal from the program:

• Consistent late pick-ups.
• Major offense and/or consistent inappropriate behavior.
• ANY use of abusive language, assault, or weapons.
• Student leaving the premises without permission.
• Failure to attend a student/parent conference, if requested to discuss student behavior.
• Failure to make payment.

Parent/Guardian Signature: ____________________________________________

Home Phone: _________________________________________________________

Cell Phone: ___________________________ Work Phone: ______________________
I, ________________________________ have reviewed a copy of the QUEST Camp Destination Parent Handbook as well as the items listed below.

- I give my permission for my child and/or I to be photographed and/or videotaped by MISD QUEST and other organizations or individuals approved and/or accompanied by the site director for purposes of advertising, public relations and family enrichment. I agree that any photographs, statements or video becomes the exclusive property of MISD QUEST and I waive all rights thereto.

- I give my permission for my child(ren) to participate in water activities with standing water less than 2 feet in depth, including splash pads and water tables.

- I give my permission for my child(ren) to participate in all Camp Destination activities including off-site field trips. A calendar of planned field trips will be posted at parent check-in.

By signing this form I have read, understand and agree to abide by the policies set forth in this document.

Student(s) Name ____________________________________________

Parent Signature ____________________________________________ Date ____________

**Photo Release Permission**

I do not want my child(ren), ________________________________ to be photographed and/or videotaped by MISD QUEST or other organizations or individuals approved and/or accompanied by the site director for purposes of advertising, public relations and family enrichment.

Student(s) Name ____________________________________________

Parent Signature ____________________________________________ Date ____________