

# Forms Submission Process for FW\*WH

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## Contents

Accessing your Four Winds Parent Account .....	2
Accessing your Camper Forms.....	3
Forms in Use at Four Winds Camp .....	4
Activity Descriptions .....	5
Activity Preference .....	5
Arrival & Departure Information .....	6
Book Recommendations for Carlyn Sailors.....	6
Cabinmate Requests.....	7
Camper Profile .....	8
Camper Photo.....	8
Camper Uniform Information .....	10
Carlyn Consent to Participate .....	10
Communicating with your Child .....	11
Health History.....	11
Insurance and Permission to Treat .....	12
Packing Lists.....	13
Packing List for 1 <sup>st</sup> & 2 <sup>nd</sup> Session .....	13
Packing List for Carlyn Sailors .....	13
Packing List for Junior Session .....	13
Packing List for Senior Trips .....	13
Parent Handbooks .....	14
Parent Handbook.....	14
Parent Handbook – Junior Session .....	14
Parental Permission Form .....	15
Physician’s Examination.....	16
Qualifying exam dates .....	16
Release of Liability .....	17
Travel Information .....	18
Visitor Information .....	19

## Accessing your Four Winds Parent Account

[\[Return to Table of Contents\]](#)

Forms to be completed for camp will be available in your Four Winds Parent Account.

To access your account:

1. Navigate to [fourwindscamp.org/login](http://fourwindscamp.org/login) or select “Parent Login” from the “Parents” option on the menu of our website:



**Four Winds # Westward Ho**

*“He returned with a real sense of thinking about others.” – A Parent*

In a stunning natural environment, supported by a skilled and dedicated staff, we in creativity, and to grow comfortably and proudly into their own skin.

Four weeks can seem like a long time to many parents. In our experience, a four-week session are supported as we cultivate and teach group living skills, foster healthy communication, and distraction of technology and pervasive pop culture, we create a place for children to

We do offer a junior session at the end of the summer, for one week, which gives both the junior session go on to enjoy the four-week session in later years.

**Parents**

- Registration
- Parent FAQ
- Packing List
- Inquire about Camp
- Parent Login** ←
- Growth

**Staff**

Naturally, parents have many questions, concerns at the office; we love to connect with families on the phone. We feel it's the best way to set everyone up for success.

*“Camp has always helped give my daughter more confidence than she ever had when we were far from her mind.” – A Parent*

2. Use your email address and password to gain entry to your Four Winds Parent Account:
  - a. If you don't recall your password you can request a reset invite by clicking “Retrieve/Set Password.”



**Four Winds # Westward Ho**

**Log In**

Email Address

Password

☐ Remember me [Retrieve/Set Password](#) ←

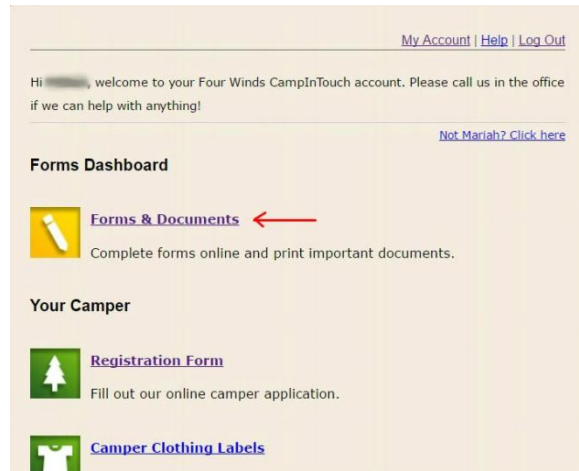
- b. If you accidentally lock your account, please just contact us (360-376-2277 or [info@fourwindscamp.org](mailto:info@fourwindscamp.org)) and we'll unlock it for you.

## Accessing your Camper Forms

[\[Return to Table of Contents\]](#)

Within your Four Winds Parent Account:

1. Click Forms & Documents from under the heading “Forms Dashboard.”



2. A list will appear with forms and documents pertinent to your camper(s).
3. Each item will be identified with a symbol (the legend for which also appears at the top of the webpage):

Symbol	Type	Explanation
	Online	Form is to be completed online (no printing/emailing necessary)
	Download (PDF)	Not currently in use by Four Winds except the Carlyn Consent to Participate Form (see more information later in this guide)
	Fax-back	Form needs to be downloaded, printed or completed electronically and returned to Camp. You have several options for returning it to us: <ol style="list-style-type: none"><li>1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),</li><li>2. Save or scan as a .pdf, .jpg, or .tiff file and email it to <a href="mailto:info@fourwindscamp.org">info@fourwindscamp.org</a>,</li><li>3. Fax to the number at the bottom of the form (360-282-6835), or</li><li>4. Mail the paper copies to: Four Winds Camp Forms PO Box 140 Deer Harbor WA 98243</li></ol>
	Document (PDF)	Informational document intended for you to read. No other action is required for this type of form.
	Mailed to you	Not currently in use by Four Winds

Each item will also indicate the applicable due date and current status of each form in the system.























**Note:** Each child in your family will have their own listing in the Forms & Documents module with his/her available forms listed underneath his/her name.

## Forms in Use at Four Winds Camp

[\[Return to Table of Contents\]](#)

The CampMinder system allows us to tailor our forms and documents to display to specific groups within our camp population. For example, Junior Session families don't need to see information about the Carlyn trip and vice versa.

The following is a comprehensive list of the forms you *may* see listed for your child(ren) in your Parent Account:


Form Name	Type	Affected Camp Population Segment	
		Session	Group
Activity Descriptions		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Activity Preference		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Arrival & Departure Information		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Book Recommendations for Carlyn Sailors		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Cabinmate Requests (optional)		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Camper Profile		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Camper Uniform Information		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Carlyn Consent to Participate		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Communicating with your Child		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Health History		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Insurance & Permission to Treat		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Packing List for 1 <sup>st</sup> & 2 <sup>nd</sup> Session		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Packing List for Carlyn Sailors		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Packing List for Junior Session		<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Packing List for Senior Trips		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers* <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Parent Handbook		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Parent Handbook – Junior Session		<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Parental Permission Form		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Physician's Examination		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Release of Liability		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Travel Information		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Visitor Information		<input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn

\* Actually restricted to viewing just by Senior Division camper families

## Activity Descriptions

This is a document which contains short descriptions of the regular activity offerings at Four Winds Camp. Some additional activities may be available to children when they are actually in attendance, based on the skills and expertise brought to Camp by that summer's staff.

[\[Return to Table of Contents\]](#)


<b>Form Type</b>	Document (PDF) 
<b>Available to</b>	Session 1 & Session 2 Campers only
<b>Required?</b>	N/A
<b>Due Date</b>	N/A



## Activity Preference

Use this web form to submit your child(ren)'s activity preferences to Camp. Please follow the instructions provided online to provide your child's top 4 choices. If seeking a horseback riding class please list only the 1<sup>st</sup> choice in the Requests column and provide alternates for that class (if it is full) in the "Comments" box.

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Online 
<b>Available to</b>	Session 1 & Session 2 Campers only
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session

Activities for campers will be assigned in random order from the pool of campers who have had **all\* their required forms submitted by the due date** for their session (May 12 for Session 1 and June 11 for Session 2). The only exception to this would be with the Physician's Examination form **if you are awaiting an appointment for your child and communicate the expected submission date** to Camp by email to [mariah@fourwindscamp.org](mailto:mariah@fourwindscamp.org). Campers with late forms will be assigned activities when the last required form is submitted to camp.

**Four Winds Westward Ho**

My Account: [Home](#) [Log Out](#)

Activity Preference Form for 1st and 2nd Session

Select a maximum of 3 items (horseback) Activity to move to the Requests column and use the comments section below to provide alternates if the top choice item class is full.

Choose Subclasses for:

Please look at the Camp Activity Description List (available as a pdf file in the list of Forms & Documents you just came from) before selecting activities. Campers choose 3 activities before camp and 3 more on the first day. Note the top 4 favorite classes in order of interest. Some classes are limited by size and although we try to give you your top 3 choices, sometimes the classes are full. Therefore, ask that you choose 4 activities from this list and put them in order. We also request that you choose from a variety of areas. Please select the activities you would like using the "+" button to move them into the Requests column. Once all the activities you want are in the Requests column, use the "Up" and "Down" buttons to arrange the activities in the order of your preference. The top choice is considered your #1 and so on.

Activities	Requests
Arts & Crafts	Horseback 1
Arts & Crafts	Horseback 2
Arts & Crafts	Horseback 3
Arts & Crafts	Horseback 4
Arts & Crafts	Horseback 5
Arts & Crafts	Horseback 6
Arts & Crafts	Horseback 7
Arts & Crafts	Horseback 8
Arts & Crafts	Horseback 9
Arts & Crafts	Horseback 10
Arts & Crafts	Horseback 11
Arts & Crafts	Horseback 12
Arts & Crafts	Horseback 13
Arts & Crafts	Horseback 14
Arts & Crafts	Horseback 15
Arts & Crafts	Horseback 16
Arts & Crafts	Horseback 17
Arts & Crafts	Horseback 18
Arts & Crafts	Horseback 19
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Arts & Crafts	Horseback 22
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Arts & Crafts	Horseback 40
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Arts & Crafts	Horseback 67
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Arts & Crafts	Horseback 88
Arts & Crafts	Horseback 89
Arts & Crafts	Horseback 90
Arts & Crafts	Horseback 91
Arts & Crafts	Horseback 92
Arts & Crafts	Horseback 93
Arts & Crafts	Horseback 94
Arts & Crafts	Horseback 95
Arts & Crafts	Horseback 96
Arts & Crafts	Horseback 97
Arts & Crafts	Horseback 98
Arts & Crafts	Horseback 99
Arts & Crafts	Horseback 100

Comments

If Horseback is unavailable, please list for Trail Riding if

2000 Character limit

Cancel Submit


## Arrival & Departure Information

This is a document which contains some general information about options for families to drop off and pick up their children for camp. For your convenience we have provided several meeting locations to satisfy the various needs of our Camp families including:

- Unaccompanied Minor Travel,
- Chaperoned group flights (full session only) from LAX and SFO airports, or
- Drop off/Pick up at:
  - SeaTac airport,
  - Woodland Park,
  - Skyline Marina in Anacortes, or
  - directly at Camp.



[\[Return to Table of Contents\]](#)


<b>Form Type</b>	Document (PDF) 
<b>Available to</b>	All attendees
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

## Book Recommendations for Carlyn Sailors

This is a document to provide some reading recommendations for our Carlyn program participants. The recommendations may be useful either for preparing for the trip or while onboard.




[\[Return to Table of Contents\]](#)

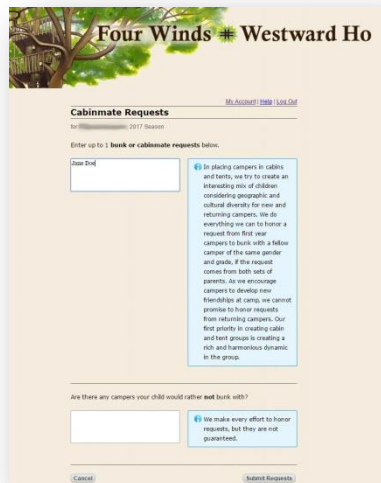
<b>Form Type</b>	Document (PDF) 
<b>Available to</b>	Carlyn participants only
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

## Cabinmate Requests

This optional webform is provided to allow you to request a cabinmate for your child(ren). **Cabinmate requests are not guaranteed**; however, we will do everything we can to honor a request from first year campers to bunk with a fellow camper of the *same gender and grade*, if the request comes from both sets of parents.

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Online 
<b>Available to</b>	Session 1 or 2 & Junior Session Campers only
<b>Required?</b>	No
<b>Due Date</b>	6 weeks before session



**Four Winds \* Westward Ho**

[My Account](#) [Help](#) [Log Out](#)

**Cabinmate Requests**  
for [Hillside Campers](#) 2017 Session

Enter up to 3 **bunk** or **cabinmate** requests below.

How Do I?

In placing campers in cabins and tents, we try to create an interesting mix of children considering geographic and cultural diversity for new and returning campers. We do everything we can to honor a request from first year campers to bunk with a fellow camper of the same gender and grade, if the request comes from both sets of parents. As we encourage campers to develop new friendships at camp, we cannot promise to honor requests from returning campers. Our first priority in creating cabin and tent groups is creating a rich and harmonious dynamic in the group.

Are there any campers your child would rather **not** bunk with?

We make every effort to honor requests, but they are not guaranteed.


[Cancel](#) [Submit Requests](#)

## Camper Profile

This required web form is a wonderful way for you to share information about your child prior to his/her arrival. Your responses to these questions aid in cabin or tent assignments and gives potentially vital information to his/her counselor in preparing for the start of Camp.

Whether your child is joining us for the first time this summer or has a long history with us, his/her counselor may be brand new; the more information you can give through this form in advance of your child's arrival, the better prepared the counselor will be to make a connection with him/her.

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Online 
<b>Available to</b>	Session 1 or 2 & Junior Session Campers only
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session



## Camper Photo

If you choose to upload or change your camper's photo, please be sure to choose one that clearly shows his/her face (preferably no hats, sunglasses, shadows or glare over the eyes, etc.). The minimum size for acceptable photos is 250 pixels on the shortest edge; most images taken with digital cameras are well above this size. Since these photos are going to be used to recognize your child at camp don't be afraid to crop the photo very close to the child's face.

Option 1: Good



Eyes slightly obscured

Option 2: Better



Clearer view of full face (including eyes) but subject is a little too far away

Option 3: Best



Extraneous information removed from photo—clear view of subject's full face.

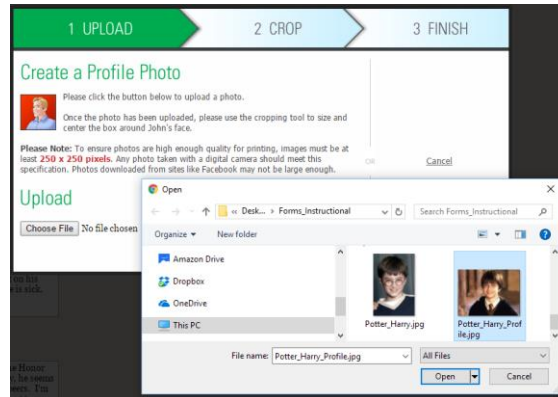


To provide/replace your camper's photo:

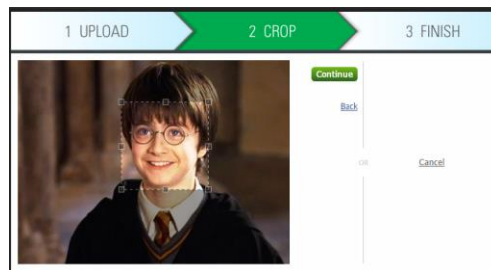
1. Click the banner on the bottom of the current photo or cartoon avatar.



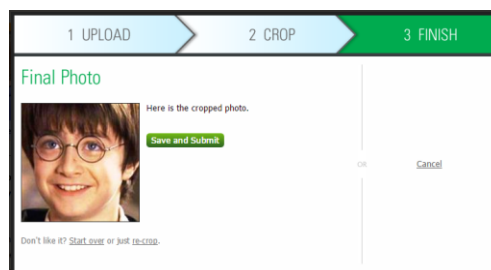
2. Click "Choose File" and browse to the file location on your hard drive, click "Open."



3. Click the green Upload Photo button.
4. Use the "move cursor" and the "resize cursors" to adjust the cropping box on the image to frame your camper's face (the part which will be cropped appears grayed out), click Continue.



5. Review the photo you are submitting (start over or re-crop by clicking on the appropriate links) and click "Save and Submit" when you are satisfied with the image.



## Camper Uniform Information

Four Winds Camp has a long tradition of uniforms and your child will receive some sets for use throughout the session. Accurate completion of this required web form will have a big impact on your child's comfort when arriving at Camp and throughout the session. The information provided in this form will allow Camp staff to prepare a properly sized bundle of uniforms for your child prior to his/her arrival at Camp. Please note that campers who find their uniform sets to be incorrectly sized for their bodies *will* have the opportunity to exchange them on the first full day of Camp.

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Online 🖨
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session

## Carlyn Consent to Participate

Our Carlyn Sailors will be embarking on a 3-week journey through mostly Canadian waters. Since they are minors traveling internationally with adults who are not their parents or legal guardians, our crew must have this form onboard the vessel. Please download, print, complete, and have this consent document notarized. Then return the original (notarized) document to Camp via mail to:

[\[Return to Table of Contents\]](#)


<b>Form Type</b>	Download (PDF) 📄
<b>Available to</b>	Carlyn participants only
<b>Required?</b>	Yes
<b>Due Date</b>	May 1, 2017

Four Winds Camp  
Carlyn Documentation  
PO Box 140  
Deer Harbor WA 98243

## Communicating with your Child

This document is a handy one-page guide to some “best practices” for communicating with your child while he/she is at Camp. Feel free to share this information with friends and family who may wish to send items (letters or care packages) to your child.

[\[Return to Table of Contents\]](#)


<b>Form Type</b>	Document (PDF) 
<b>Available to</b>	All attendees
<b>Required?</b>	N/A
<b>Due Date</b>	N/A



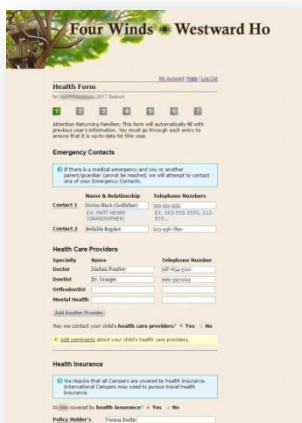
## Health History

Arguably our most extensive and one of the most critical forms we ask our parents to complete. Attention to this form will be your greatest contribution to your child’s safety and well-being while at Camp. This web form gives you the opportunity to share with us your child’s general health, dietary restrictions, allergies, medications and more. It provides Camp with emergency and health care provider contact information so that we are prepared in the event of an accident.

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Online 
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session

When completing this form it is handy to have the phone numbers for your child’s care providers (doctor, dentist, etc.), specifications on any medications, and his/her immunization record. If your child is returning to Four Winds you will find that many of the fields are pre-populated with data; please be sure this pre-filled data is still accurate and make corrections as needed.




The screenshot shows the 'Health History' form for 'Four Winds Westward Ho'. It includes sections for 'Emergency Contacts', 'Health Care Providers', and 'Health Insurance'. The 'Emergency Contacts' section has fields for 'Name & Relationship' and 'Telephone Numbers'. The 'Health Care Providers' section has fields for 'Name', 'Address', 'Phone', and 'Fax'. The 'Health Insurance' section has a checkbox for 'Is your child covered by health insurance?' and a dropdown for 'Policy Number'.

## Insurance and Permission to Treat

[\[Return to Table of Contents\]](#)

A critical, but relatively easy form for Camp so we have insurance information and written permission from a parent or legal guardian to seek care for our campers in the event of an emergency.

<b>Form Type</b>	Fax-back 
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session

Simply photocopy and attach the images of the front and back of the insurance card (and Rx card, if applicable) which covers your camper, and remember to sign and date the form at the bottom. If you have difficulty in attaching the images to the form but are able to scan/photograph or fax them, our staff may be able to help. Just email Mariah ([mariah@fourwindscamp.org](mailto:mariah@fourwindscamp.org)) for assistance.



**Please note:** The fax-back forms are **bar-coded** to be **associated with a specific camper**. When you have several children coming to camp, please be sure to pay particular attention to the name at the bottom of the form when completing it.

Common reasons for the Insurance and Permission to Treat form to be marked as incomplete:

1. The form is missing one or more images of the insurance/Rx cards,
2. The image of one or more of the cards is illegible (too dark, too blurry, etc.),
3. The form needs a signature and date at the bottom.

Fax-back forms may be returned to camp via one of the following methods:

1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),
2. Save or scan as a pdf, jpg, or tiff file and email it to [info@fourwindscamp.org](mailto:info@fourwindscamp.org),
3. Fax to the number at the bottom of the form (360-282-6835), or
4. Mail the paper copy to: Four Winds Camp Forms, PO Box 140, Deer Harbor WA 98243

## Packing Lists

[\[Return to Table of Contents\]](#)

These documents are clothing and equipment lists of what your child should (and should not) bring to camp. The specific list you will see in your [Four Winds Parent Account](#) is dependent on your child's designation in the system. For instance, a camper who is participating on the Carlyn trip will only see the Packing List for Carlyn Sailors, but a regular "Senior Division" camper (boys and girls entering 9<sup>th</sup> or 10<sup>th</sup> grades) will see both the Packing List for 1<sup>st</sup> and 2<sup>nd</sup> Session as well as that for the Senior Trips.

**Please remember:** Mark every item your child brings to Camp with his/her full name.

### Packing List for 1<sup>st</sup> & 2<sup>nd</sup> Session

<b>Form Type</b>	Document (PDF)
<b>Available to</b>	Session 1 & 2 Campers, CTs and Helping Hands
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

### Packing List for Carlyn Sailors

<b>Form Type</b>	Document (PDF)
<b>Available to</b>	Session 1 Carlyn participants
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

### Packing List for Junior Session

<b>Form Type</b>	Document (PDF)
<b>Available to</b>	Junior Session Campers
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

### Packing List for Senior Trips

<b>Form Type</b>	Document (PDF)
<b>Available to</b>	Session 1 & 2 Senior Campers
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

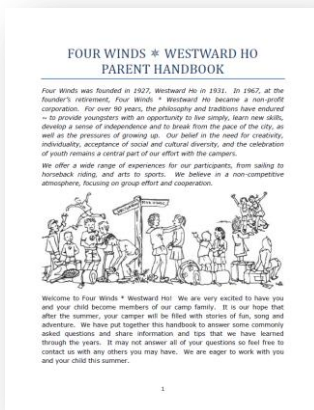
## Parent Handbooks

[\[Return to Table of Contents\]](#)

These documents provide some additional information about Four Winds Camp and what to expect during your child's attendance. Even if your child has been attending for several years, you are encouraged to re-read this document to familiarize yourself with the information we provide—from celebrating birthdays at Camp to details about our Trip Program, you can find some of your questions answered in the pages of these guides.

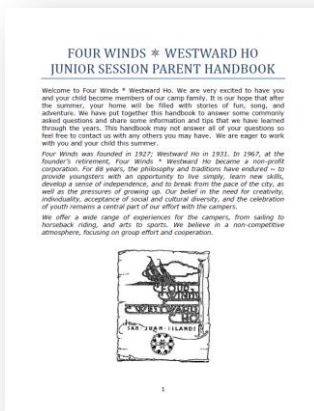
As with our Packing Lists, the handbook you will see listed in the Forms & Documents module will be determined by your child's designation in our system.

### Parent Handbook



<b>Form Type</b>	Document (PDF)
<b>Available to</b>	Session 1 & 2 Campers, CTs and Helping Hands
<b>Required?</b>	N/A
<b>Due Date?</b>	N/A

### Parent Handbook – Junior Session




<b>Form Type</b>	Document (PDF)
<b>Available to</b>	Session 1 & 2 Campers, CTs and Helping Hands
<b>Required?</b>	N/A
<b>Due Date?</b>	N/A

## Parental Permission Form

This quick, required web form simply:

- grants permission for your child to engage in activities at and related to Four Winds Camp,
- allows us to possibly use images and recordings of your child in promotional materials (i.e. to be included in our post-season slideshow), and
- indicates you have read the Parent Handbook and your child agrees to follow the guidelines for behavior and directions of camp staff.

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Online 
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session




The screenshot shows the 'Parental Permission Form' for 'Four Winds \* Westward Ho'. At the top, there's a header with the camp's name and a tree graphic. Below the header, there are links for 'My Account', 'Help', and 'Log Out'. The main content area contains a text box with a pre-filled permission statement for 'John Doe'. Below this, there are two radio buttons for 'I have read and agree to the terms and conditions above.' and 'I do not agree to the terms above.'. Further down, there are input fields for 'Signature' and 'Date' (pre-filled with '05/27/20'). At the bottom, there are 'Cancel' and 'Submit' buttons. A 'Copyright' notice is also visible. The footer contains links for 'Contact Us', 'Our Location', 'Camp Store', 'Leadership', and 'Visiting Camp', along with a copyright notice for 2000 Four Winds \* Westward Ho.

## Physician's Examination

[\[Return to Table of Contents\]](#)

This is one of our most critical forms and is mandatory for your child's attendance at Camp. This form needs to be submitted every year, and must be completed based on an exam he/she received within the 12-month (365-day) period prior to the start of his/her particular session at camp. If you have a qualifying exam and wish to forego scheduling another one, just submit this form to your child's doctor's office and ask them to complete it based on the last examination.

<b>Form Type</b>	Fax-back 
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session

### Qualifying exam dates

**If your child is attending:**                      **The exam must have been completed sometime since:**

Session 1.....June 23, 2017  
 Session 2.....July 23, 2017  
 Junior Session.....August 22, 2017

It is important to ensure the form is filled out as completely as possible and to include contact information for the doctor or medical office. *If you are awaiting a doctor's appointment for your child that extends beyond the form due date, please contact Camp with the date of the appointment so we can make a note in our system on when to expect the form to arrive.* This is especially important since the assignment of your child's activities is dependent on all forms being completed (or accounted for) by the due dates.



**Please note:** The fax-back forms are **bar-coded** to be **associated with a specific camper**. When you have several children coming to camp, please be sure to pay particular attention to the name at the bottom of the form when completing it.

Common reasons for the Physician's Examination form to be marked as incomplete:

1. Incomplete information (especially Tetanus shot information or contact information for doctor), or
2. Exam date is blank or not within the qualifying time frame.

Fax-back forms may be returned to camp via one of the following methods:


1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),
2. Save or scan as a pdf, jpg, or tiff file and email it to [info@fourwindscamp.org](mailto:info@fourwindscamp.org),
3. Fax to the number at the bottom of the form (360-282-6835), or
4. Mail the paper copy to: Four Winds Camp Forms, PO Box 140, Deer Harbor WA 98243



## Release of Liability

This is another one of our most critical forms and it must be received before your child's attendance at Camp. This form needs to be submitted every year, and must be signed by all the adults who are legally responsible for the attending child (parents and/or legal guardians).

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Fax-back 
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session



**Please note:** The fax-back forms are **bar-coded** to be **associated with a specific camper**. When you have several children coming to camp, please be sure to pay particular attention to the name at the bottom of the form when completing it.

Common reasons for the Release of Liability form to be marked as incomplete:

1. Incomplete information, and/or
2. Missing signature(s), printed name(s) and/or date(s) from the bottom of the form.

Fax-back forms may be returned to camp via one of the following methods:

1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),
2. Save or scan as a pdf, jpg, or tiff file and email it to [info@fourwindscamp.org](mailto:info@fourwindscamp.org),
3. Fax to the number at the bottom of the form (360-282-6835), or
4. Mail the paper copy to: Four Winds Camp Forms, PO Box 140, Deer Harbor WA 98243

**RELEASE OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT**

I, the Parent/Guardian of Child's Name ("Child"),

am the parent or legal guardian of Child's Name ("Child").

We are sending our Child to Four Winds Camp ("Camp") and know that our Child will be participating in recreational and other activities while here. We understand that:

- While enrolled in the Camp, our Child will participate in recreational activities, including water sports, horseback riding, boating, camping, hiking, and other activities described in the Camp's literature, and our Child will be taking in recreational activities or other activities described in the Camp's literature, and our Child will be exposed to danger and liability and other risks, including the following: drowning, equipment failure, falling, lightning, severe weather, water hazards, including boat accidents, tangled lines, holes, or run over with, etc. Injuries, illnesses, communicable diseases, contamination, and injuries caused by lack of proper or insufficient, training, failure of other campers, disease, exposure, equipment failure, and negligence to others.
- As a consequence of these risks, our Child may be seriously hurt or disabled or may die from the resulting injuries, and our Child's property may also be damaged or destroyed.
- Four Winds Camp activities may occur at locations that are remote from hospital facilities and qualified medical care, and emergency medical services may not be available, including the injuries that may occur at Camp premises.
- We will have to pay for any medical care and/or reasonable costs that our Child incurs.

In consideration of the promises for our Child to attend at the Camp, we agree to the terms contained in this document.

**ASSUMPTION OF THE RISKS:** We hereby freely assume the above mentioned risks and the risk of any harm, injury or loss that may occur to our Child or to our Child's property as a result of participation in the Camp, including any risks caused by the negligence of the Camp, its officers, directors, employees, or contractors. We have explained the risks to our Child, and our Child understands them and agrees to assume these risks while enrolled at the Camp.

**RELEASE OF LIABILITY:** We, our heirs and assigns, and our Child, our Child's estate, and our Child's heirs, assigns, employees, agents, and contractors, the Parent/Guardian, hereby RELEASE, WAIVE, and RELEASES, and RELEASES the Camp, its officers, directors, employees, agents, and contractors, from all claims, damages, losses, and expenses that may be incurred by our Child, our Child's estate, and our Child's heirs, assigns, employees, agents, and contractors, as a result of participation in the Camp. This release includes claims for the negligence of the Parent/Guardian and claims for the third parties for the negligence of the Parent/Guardian. The release, then, shall extend to claims for the negligence of the Parent/Guardian, and claims for the third parties for the negligence of the Parent/Guardian. We also agree NOT TO SUE or make a claim against the Parent/Guardian for the third parties, but we agree that we shall not be held liable for the third parties for the negligence of the Parent/Guardian.

**INDEMNIFICATION, HOLD HARMLESS, AND DEFENSE:** We promise to INDEMNIFY, HOLD HARMLESS, AND DEFEND the Parent/Guardian (defined as herein) against any and all claims, damages, losses, and expenses, including costs for the defense and attorneys' fees, that may be incurred by the Parent/Guardian as a result of participation in the Camp. We also promise to INDEMNIFY, HOLD HARMLESS, AND DEFEND the Parent/Guardian against any and all claims for the Child's negligence and against any other claims arising from our Child's conduct while enrolled at the Camp. In connection with these promises, we will maintain an insurance policy for our Camp, including recreational and other risks, including property loss, that may be required of our Child while enrolled at the Camp.

**ENTIRE AGREEMENT:** This agreement is the entire agreement between us and the Camp. It shall be an enforceable release of liability and indemnity in kind and substance as it is presented by Washington law. We agree that any promise or agreement of this agreement is void to the extent it contradicts the terms of this agreement. We agree that any promise or agreement of this agreement is void to the extent it contradicts the terms of this agreement.

**APPLICABLE LAW, FORUM, AND ATTORNEY'S FEES:** This agreement is governed by and shall be construed in accordance with the laws of the state of Washington, without any reference to the choice of law rules. We agree that any dispute arising from this agreement or in any way connected with the Camp shall be brought only in the Superior Court of the State of Washington, and we agree to the jurisdiction and venue of that court for any such dispute.

We have fully read and understand the content of this agreement by reading it before signing it. We understand that it affects and releases us from all claims and the legal rights of our Child, and we agree, on our behalf and on behalf of our Child, to be bound by all of its terms, conditions, and representations, promises, or other information to sign this release have been made apart from what is contained in this document.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_


Name Printed: \_\_\_\_\_

Four Winds Camp  
Fax-back to (360) 282-6835  
Form 101

## Travel Information

[\[Return to Table of Contents\]](#)

This is a fairly quick, required web form that notifies us of how your child plans to arrive to and depart from Camp. We have many options which we provide to satisfy the needs of our Camp families, so please choose options which work best for you. The form has been created to display pertinent alerts and detailed information for each option based on the radio button selected (e.g. if you select “Parent Drop-off at Camp via car” an information box will appear below the list giving more details about that specific meeting location).

<b>Form Type</b>	Online 
<b>Available to</b>	All attendees
<b>Required?</b>	Yes
<b>Due Date</b>	6 weeks before session

Some additional information to be aware of:

1. Chaperoned group flights from Los Angeles (LAX) and San Francisco (SFO) are only available for full session attendees and must be booked by contacting Sojourn Travel ([fourwindscamp.org/travel](http://fourwindscamp.org/travel)),
2. Individual flights, whenever possible, should be booked through Sojourn Travel ([fourwindscamp.org/travel](http://fourwindscamp.org/travel)) for the following reasons:
  - a. The flight arrival and departure times will conform to our optimal time windows, and
  - b. Campers traveling to/from the same geographic location will be booked on the same flight so as to ease staffing requirements at the airport and possibly provide travel companionship.
3. Once submitted, this form cannot be updated unless you contact us (360-376-2277 or [info@fourwindscamp.org](mailto:info@fourwindscamp.org)) since we use the information in static form outside of the CampMinder system to plan transportation for the campers (i.e. we need to know when changes are made)
4. The “parent” part of the “Parent Drop-off” or “Parent Pick-up” options should not be taken literally; however, if an adult other than the camper’s parent is going to drop-off or pick-up your child from one of our meeting locations please send an email to Mariah ([mariah@fourwindscamp.org](mailto:mariah@fourwindscamp.org)) to provide the name of the individual who is authorized to sign your camper in/out of Camp.
5. Travel plans for your child cannot be altered within the 7 days prior to his/her arrival or departure.



**Four Winds Westward Ho**

[My Account](#) [Home](#) [Login](#)

**Travel Information**

Due to advance bus reservations and staffing assignments, we are not able to accommodate changes within 7 days of the beginning or end of camp.

PLEASE SIGN YOUR CHILD IN AND OUT WITH THE STAFF ON DUTY AT YOUR DROP-OFF AND PICK-UP LOCATION(S)

**TRAVEL TO CAMP**

On what date will your child arrive at camp?

How will your child be traveling to camp?

- ☐ San Francisco Group Flight
- ☐ Los Angeles Group Flight
- ☐ Individual Flight (please give details below)
- ☐ Parent Drop-off at Seattle airport
- ☐ Parent Drop-off at Woodland Park in Seattle
- ☐ Parent Drop-off at Skidmore Marina
- ☐ Parent Drop-off at Camp via car
- ☐ Parent Drop-off at Camp via boat
- ☐ Other (please give details below)

ⓘ Camp opens for camper drop-off at 2:30pm, and all parents need to depart from the property by 3:45pm. If you would like time to see your camper's cabin, meet their counselor(s), and go to the beach, we encourage you to arrive on the early side of this window.


Please be sure to sign-in your child with Mariah Armenta before you depart.

**TRAVEL FROM CAMP**

## Visitor Information

This document is a handy one-page guide to some “best practices” for planning to visit your child while he/she is at Camp. As you’ll see in the guide there are, among other details: specific windows appropriate for visiting Camp, rules regarding who is allowed to take campers off the property, and considerations which must be made for special days and possible trips campers will make out of camp during the session. Please carefully read the guideline and feel free to contact us with questions and especially when you want to plan a visit!

[\[Return to Table of Contents\]](#)

<b>Form Type</b>	Document (PDF) 
<b>Available to</b>	Session 1 & 2 Campers, CTs and Helping Hands
<b>Required?</b>	N/A
<b>Due Date</b>	N/A

