

# MEDICAL FORMS INFORMATION AND INSTRUCTIONS

**THE NEW YORK STATE HEALTH DEPARTMENT REQUIRES ALL CAMPS TO HAVE EVERY ATTENDING CHILD'S MEDICAL FORMS ON FILE. PLEASE MAKE SURE TO HAVE ALL YOUR MEDICAL FORMS UPLOADED TO YOUR CAMP IN TOUCH ACCOUNT BY MAY 1<sup>ST</sup>.**

**Please note:** You MUST upload each child's exam/immunization records signed by your doctor as required by the Health Department. Your child's Health History Form is not complete without the exam/immunization records that MUST include a signed physician statement of good health and activity clearance. **Your child will not be permitted to attend Crestwood without it.** The form must be dated within 12 months prior to the start of camp. If you have a scheduled doctor's visit for June-August, please upload what you have and then replace it with the new document later.

[Click here](#) to log in to your Camp In Touch Dashboard & then choose "Forms and Documents".

*If you forgot your password, click the retrieve/set password link on that page and follow the prompts to reset it.*

## **Details of Each Form on your Camp In Touch Dashboard:**

**Personal Information Online Form:** It gives your child's Group Leader, Division Head and Directors pertinent information about your child - **NOT** for Teens or Leadership. To be completed online.

**Exam/Immunization Paper Form\*:** Can either be printed, filled out and signed by your medical doctor or you can upload a photo of the signed exam/immunization record that you received from your doctor's office. **One per child is required and they can NOT attend camp without it.** See below for step by step instructions on how to upload your paper forms\*. Another option would be to take a photo and email it to crestwoodforms@gmail.com, where it will be uploaded to your account. ***Please save multiple pages as one PDF.***

## **IF YOUR CHILD REQUIRES MEDICATION:**

All medications **MUST** be provided to the Crestwood Nurse's Office in their original container along with:

**Medication Authorization Paper Form\*:** Print out and have your physician complete and sign this form if your child requires any medications to be given during the camp day or on trips. This includes all prescriptions, over the counter medications and epi-pens. Please upload the completed (signed) form as one PDF to your [Camp In Touch account](#). ***One form per medication is required so please save multiple pages as one PDF.***

**OTC (Over the Counter Medication) Authorization Paper Form\*:** ONLY for Campers in the Teen Travel Programs (grades 7-11). Print out and have your physician complete and sign. Please take a photo and upload the signed form to your [Camp In Touch account](#).

**\*HOW TO UPLOAD PAPER FORMS TO YOUR CAMP IN TOUCH ACCOUNT**

**STEP 1:** If multiple pages, scan the hard copy forms signed by your Doctor (OR if a single page, take a photo and skip to STEP 3)

**STEP 2:** Save the multiple page scan as one PDF. (one per child)

**STEP 3:** Log in to your Camp In Touch account by clicking [here](#)

**STEP 4:** Click the "upload" button next to the corresponding form on your dashboard i.e. Exam/Immunization Form; Medication Authorization Form; OTC Authorization Form

**STEP 5:** Click "choose file" and select the saved PDF or saved photo if it's only a single page

**STEP 6:** Click "upload"

**STEP 7:** Repeat for each enrolled child and each paper form needed

**PLEASE NOTE:** There is only room for one PDF/photo in each slot so if you upload a new PDF/photo it will replace the previous one. If you need to upload multiple pages you need to scan all pages and save as one PDF.

For any questions, or if you need help, please call the office at 631-692-6361 or email [info@crestwoodcountryday.com](mailto:info@crestwoodcountryday.com). If you are having issues uploading your forms to your Camp InTouch Account, please email the forms to [crestwoodforms@gmail.com](mailto:crestwoodforms@gmail.com) and they will be uploaded to your account by our office staff for you.

You can also find downloadable versions of the Exam/Immunization Form, Personal Information Form, Medication Authorization Form, and the OTC Authorization Form on our website by [clicking here](#). As in the past, you can always mail in or drop off your completed signed forms.