

Completing Documents and Forms on CampBrain



Incomplete Documents: After registration, each family must log back into their account on our registration page (<https://farmandforestschool.campbrainregistration.com/>) to complete outstanding forms and new documents. These documents only need to be filled out once per year. If these documents are not completed prior to your child attending Forest School or Camp, your child will not be able to come for their first day. Here are the documents/forms that we need:

- i. **Medical Form and Consent Form:** How to Access: Login, and click on 'View Details' under the program you are looking to update (eg. 'Forest School 2024-2025'). Then, where it says 'Forms', make sure both the *Medical Form* and *Consent Form* say *Submitted* next to them. If not, click on the form and finish filling it out.
- ii. **Waiver of Liability:** How to Access: Under the 'Uploaded Documents' section. Click on the form hyperlink that is bolded and download it. The waiver is a fillable form that can be saved or you may print and complete this form by hand. Once you are done, please upload the completed form by clicking 'upload' on the registration page. This form is a one-time submission. *If you have already filled out the Waiver for another program (i.e. Forest School or Summer Camp), you do NOT have to fill it out again.
- iii. **Student Photo:** This photo will only be used for each student's file.
- iv. **Student ID:** Please upload a copy of your child's birth certificate, passport, or baptismal certificate to your account. This will only be used for each student's file and it is a requirement from the Ministry of Education that we collect this information.
- v. **Household Information:** If any of your family information has changed (eg. you've moved), please click Update Household Information in the 'Forms' section. You can access your previous program receipts through your [Household Account](#). Scroll to find the season/program that you're looking for, select *View Details*, and then, in the Financial section, select *Download Printable Season Account Statement*.
- vi. **Anaphylaxis Emergency Plan and Medication Authorization and Administration Form:** How to Access: Under the 'Uploaded Documents' section. If your child is required to take or may need to take any medication while in our care (e.g. inhaler, antibiotics, Epi-pen, medication), please complete the *Medication Authorization and Administration Form*. Additionally, if your child has an anaphylactic reaction to any allergens and/or carries an Epi-pen, please fill out the *Anaphylaxis Emergency Plan*. We do not require a physician's signature.