



MacKenzie Environmental Education Center

W7303 County Rd. CS, Poynette, WI 53955

Acceptance of Responsibilities

This document must be signed and dated by an authorized representative of the registering group and submitted along with the reservation fee in order to confirm and hold your reservation at the MacKenzie Center lodge and dormitories. Use of the lodge and dormitory facility is limited, without exception, to those groups who have accepted, by signature and date, the terms of this agreement.

The MacKenzie Environmental Education Center provides a menu of services, with some exceptions, to all registered groups and maintains the lodge and dormitory buildings in such a way as to meet the **recreational education camp** licensing requirements according to the guidelines set forth in the Wisconsin Administrative Code, Chapter HFS-175 pp 175.01 – 175.18. A copy may be obtained from the MacKenzie Center education staff or the Department of Health and Family Services website www.dhfs.state.wi.us.

Exceptions

HFS 175.14 Health. (1) HEALTH SERVICES sub (b) A camp shall have a vehicle available at all times to transport a camper or staff member requiring emergency medical services to a hospital or clinic when the camp cannot provide the needed services.

The MacKenzie Center does not provide a vehicle or transport services for campers or members of any registered group. Two parking spaces, for transportation vehicles, are provided adjacent to the lodge building for no more than two vehicles belonging to members of the registered group. The owners of these vehicles are responsible for transporting the sick or injured camper only with approval from the attending camp health supervisor. A list of names, emergency phone numbers and the directions to local health providers is posted on the lockable cabinet and also next to the phones in the staff office and teachers lounge.

HFS 175.11 sub (3) USE OF FACILITIES: When an organized group uses a camp's food service facilities and the camp operator does not provide staffing, the operator, in consultation with the person certified under sub. (2) shall provide the group with written or video-presented procedures for the safe handling of food, personal hygiene and proper washing and sanitizing of utensils and equipment.

Two staff at the MacKenzie Center are certified "food service handlers" as required. One of these two will give a verbal orientation to the person responsible for food service upon arrival. A written procedures manual is located in the kitchen area for easy reference and a staff member will be available for advice if needed. The MacKenzie Center will not provide, handle, prepare or serve any food items for the incoming campers or group members.

HFS 175.13 sub (1) CAMPER SUPERVISION: One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 10 campers or fraction thereof under age 18, except that for campers 6 years of age and under there shall be one staff member for every 4 campers or fraction thereof.

The MacKenzie Center staff provides no supervision for any camper, no matter what age. This responsibility lies with the teachers and chaperones attending with the group. The supervisory ratio of 1 adult (18 years of age or older) for every 10 campers or fraction thereof under age 18 applies to all registered groups. The MacKenzie Center offers no overnight programs for campers 6 years of age and under. If a day camp is ever offered to those 6 years of age and under, it is the responsibility of the group leader to provide the supervisory ratio of one adult for every 4 campers, or fraction thereof, 6 years of age and under.

HFS 175.14 sub (4) FIRST AID SUPPLIES: A camp shall have on hand first-aid supplies as determined by the health services staff.

The MacKenzie Center does not provide any health services staff. Basic first-aid supplies are available to all registered groups and are secured in a locking cabinet located in the teacher lounge at the west end of the lodge building. Supplies are limited to band aids, small bandages, over-the-counter topical ointments, rubbing alcohol, cotton swabs, ice packs, scissors, and tweezers. No ingestible medications of any kind are provided. All prescription medications, other than inhalers and epi-pens brought in by a camper or member of the registered group must be stored in the locked cabinet and administered only by the assigned camp health supervisor.

HFS 175.14 sub (5) HEALTH CARE (a) *Camp health supervisor.* Except as provided under par. (c), a camp shall have an adult camp health supervisor who shall be responsible for routine and emergency health care supervision at the camp.

The MacKenzie Center does not provide a camp health supervisor or any services typically provided by a camp health supervisor. Prior to arrival, each registered group must provide the name of the *qualified camp health supervisor that will be present during the group's entire length of stay. The MacKenzie Center staff will not provide supervision, routine health care, medications, or services to any camper or member of the registered group. This responsibility lies solely with the group's assigned camp health supervisor.

(b) * *Health services staff qualifications.*

1. Except as provided under par. (e) and as permitted in sub. 3., the on-site health services staff shall include at least one of the following:

- a. A physician licensed in Wisconsin.
- b. A registered nurse licensed in Wisconsin.
- c. A physician assistant licensed in Wisconsin.
- d. A practical nurse licensed in Wisconsin.
- e. A national athletic trainers association certified trainer.
- f. An emergency medical technician or a paramedic.
- g. A person currently certified as completing the American red cross emergency response course.
- h. A person currently certified as completing the American red cross responding to emergencies course or equivalent.

2. Except as permitted in sub. 3., anyone working as a member of the on-site health services staff at a camp shall hold current certification from the American red cross for CPR for the professional rescuer or the American heart association for health care provider CPR or equivalent age-appropriate cardiopulmonary resuscitation.

I agree to provide or coordinate the *health, food handling, transportation, medical supplies, and supervisory services and staffing* required under the provisions of DHFS-175, but not provided by the MacKenzie Environmental Education Center staff, as explained above under "exceptions".

Name of School or Group	Date/dates of visit
Signature of group leader or authorized representative	date signed

(Please retain a copy of this agreement for your records)

"Thank you very much for choosing the MacKenzie Environmental Education Center"

"Experience the Best in Outdoor Education"