

Summer Nature Day Camp

Registration Policy and Procedures

ELIGIBILITY FOR ENROLLMENT

1. Boys and girls eligible for enrollment in the Howard County Conservancy Summer Nature Day Camps are between the ages of 5 and 12 during the summer of 2020.
2. All campers must be able to use the bathroom independently.

REGISTRATION

1. Incoming registrations will be processed and camp sessions filled in a first-come, first served basis. Registrations submitted without payment will be considered incomplete and cannot be processed until the payment is received.
2. All enrollments are subject to space availability. A wait list for each camp will be established if needed and you will be notified if you have selected a camp in which capacity has been reached. Families will be contacted if space becomes available and will be given a couple of business days to contact Conservancy Camps to accept the space. If Conservancy Camp Directors do not receive confirmation by the deadline given, we will move to the next person on the wait list.

CHANGES AND ADDITIONS

1. Session Change requests must be submitted to the Conservancy Camps in writing by emailing camp@howardnature.org or belmont@howardnature.org.
2. Changes and additions are subject to space availability.
3. Additions to a Camper's registration may be made online.

PAYMENTS

1. Camp fees can be paid either in full at time of registration or through our payment plan option. The Monthly Payments plan consists of equal payments charged on the day you register plus the 20th of each month beginning February 20, 2020 (or the month you register if past that) through May 20, 2020. Registrations submitted after May 20, 2020 must be paid in full at the time the registration is submitted.
2. Camp fees set up on the payment plan are due in full by June 1, 2020. If camp fees are not paid in full by this date, your child will lose his/her spot in camp and be placed on the wait list.
3. Camp registrations made after June 1, 2020 must be paid in full at registration.
4. Manual checks may be mailed or dropped off at the Conservancy offices. If check payment is not received within 2 weeks of completed registration, the camper will be placed on the waiting list for that camp session/s.

RETURNED CHECKS

1. If for any reason a check is returned, you are responsible to pay a \$50 fee to the Conservancy, in addition to the amount of the check.

CREDIT CARD USE AND CHARGES

1. If you have a problem with your order, please contact the merchant, Howard County Conservancy, to fix the error.
2. By entering your Credit or Debit Card information, you authorize Constellation Payments to bill your card in the amount indicated. Payments will show up on your Card statement under the name "HCConservancyCamps."

REFUND AND CANCELLATION POLICY

1. In accepting your online registration, the Camp reserves a place for your child and hires staff according to registrations and deposits paid. Therefore, refunds are processed according to the schedule below, less a refund fee for each transaction.

- There is a \$10 refund fee for each refunded transaction. Refund fees are non-refundable, non-transferable, and may not be applied to your balance.
- A full refund minus refund fees is permitted until June 1, 2020, or up to 21 days prior to the start of the session.
- Refunds requested up to 14 days prior to the start of the session will be refunded minus 30% and refund fees.

*No refunds after 14 days prior to the start of camp session unless the camper suffers medical emergency, attested to by a physician, which keeps the child from attending. Refunds are not given for absence, sick days or if a camper is dismissed due to behavioral problems.

Refund Availability		
Start of camp	*Refund available until	*Refund Less 30% until
6/22/2020	June 1	June 8
6/29/2020	June 8	June 15
7/6/2020	June 15	June 22
7/20/2020	June 22	June 29
7/27/2020	July 6	July 13
8/3/2020	July 13	July 20
8/10/2020	July 20	July 27
8/17/2020	July 27	August 3
*Each refund transaction is subject to a refund fee		

2. Partial payments will be refunded based on the information above for the total session cost and subject to applicable Refund Fees.
3. The refund and cancellation policy also applies towards tuition paid for Before Care, After Care, and the Junior Staff Program.
4. Cancellation requests must be submitted in writing to camp@howardnature.org or belmont@howardnature.org.
5. The Howard County Conservancy reserves the right to cancel any camp program due to insufficient enrollment. Should this occur, we will make every effort to accommodate registered campers' requests to an alternate program. If the alternate program has a higher fee, the higher price will be in effect.

HOWARD COUNTY CONSERVANCY CAMPS COMMUNICATION

1. Camp communication will be provided electronically to the email addresses provided by the camp family at the time of registration. It is the responsibility of the camp family to let Conservancy Camps know of any email address changes.
2. Emails will come from camp@howardnature.org and/or the camp director of each specific camp.
3. Pre-summer information, including the Parent's Guide to Camp, Packing List, and additional camp specific information will be available on the [Camp Parents page](#) of our website. Summer Camps will send session-specific camp information the week prior to the beginning of each camp week.

HEALTH FORM/MEDICATIONS

1. A health history form must be submitted (online) prior to the start of the camp season. This must be updated for every camper every year.
2. It is the responsibility of the camp family to inform the Howard County Conservancy Camps of any changes to the information submitted on the health history form.
3. If a camper does not attend an accredited Maryland school, you must submit an [Immunization Form](#) prior to the start of the camp season.
4. A [Medication Authorization Form](#) must be filled out and signed for every medication that the camper will bring to camp.