

# Secondary Education Programs Registration Policy and Procedures

## ELIGIBILITY FOR ENROLLMENT

1. All students in grades 6 through 12 are invited to participate in the secondary education Conservancy programming.
2. Younger students may register for programs at [www.howardnature.org](http://www.howardnature.org).

## REGISTRATION

1. Incoming registrations will be processed, and field trips will be 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.

## PAYMENTS

1. Field Trip fees must be paid in full at time of registration.
2. Manual checks may be mailed or dropped off at the Conservancy offices. Check payment will need to be received within 2 weeks of completed registration. If payment is not received within that given time frame, students will be placed on the wait list.

## 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. Field trip fees are not refundable but if cancelled, the trips can be rescheduled.
2. The Howard County Conservancy reserves the right to cancel any field trip due to insufficient enrollment.

## HOWARD COUNTY CONSERVANCY CAMPS COMMUNICATION

1. 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 family to let the Conservancy know of any email address changes.
2. Emails will come from [ann\\_strozyk@hcpss.org](mailto:ann_strozyk@hcpss.org).
3. Pre-field trip information will be emailed the evening before the field trip.

## AFTER SCHOOL FIELD TRIP WAIVER FORM

1. A Field Trip Parental Consent & COVID-19 Waiver form must be submitted (online) prior to the start of the session.

# Elementary Education Programs Registration Policy and Procedures

## ELIGIBILITY FOR ENROLLMENT

1. All students in grades K through 5 are invited to participate in Conservancy programming.
2. Older students may register for programs at [www.howardnature.org](http://www.howardnature.org)

## REGISTRATION

1. Incoming registrations will be processed and field trips will be 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 field trip will be established if. Families will be contacted asap if space becomes available.

## PAYMENTS

1. Field Trip fees must be paid in full at time of registration.
2. Manual checks may be mailed or dropped off at the Conservancy offices. Check payment will need to be received within 2 weeks of completed registration. If payment is not received within that given time frame, students will be placed on the wait list.

## 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. Field trip fees are not refundable but if cancelled, the trips can be rescheduled.
2. The Howard County Conservancy reserves the right to cancel any field trip due to insufficient enrollment.
3. Field trips may be cancelled and rescheduled by the Conservancy due to inclement weather.

## HOWARD COUNTY CONSERVANCY COMMUNICATION

1. Communication will be provided electronically to the email addresses provided at the time of registration. It is the responsibility of the family to let the Conservancy know of any email address changes.
2. Emails will come from [kylie.watson@howardnature.org](mailto:kylie.watson@howardnature.org).
3. Pre-field trip information will be mailed the evening before the field trip.

## After School Field Trip Waiver Form

1. A health history form must be submitted (online) prior to the start of the session.