



# School's Out Nature Day Camp Registration Policy and Procedures

## ELIGIBILITY FOR ENROLLMENT

1. Children are eligible for enrollment in the Howard County Conservancy's School's Out Day Camps between the ages of 6 and 10.
2. All campers must be able to use the bathroom independently.

## REGISTRATION

1. Incoming registrations will be processed and School's Out sessions filled on 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 School's Out session 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 two 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 waitlist.

## CHANGES AND ADDITIONS

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

## PAYMENTS

1. School's Out fees must be paid in full at time of registration.
2. 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.
  - There is a \$25 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 up to 14 days prior to the start of the session.
- \*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.
2. Partial payments will be refunded based on the information above for the total session cost and subject to applicable Refund Fees.
3. Cancellation requests must be submitted in writing to [camp@howardnature.org](mailto:camp@howardnature.org).
4. 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](mailto:camp@howardnature.org) and/or the camp director of each specific session.
3. Pre-session information, including the Parent's Guide to School's Out, Packing List, and additional camp specific information will be available on the [School's Out page](#) of our website. The camp director will send session-specific information prior to the School's Out session.

## HEALTH FORM/MEDICATIONS

1. A health history form must be submitted (online) prior to the start of the session. This must be updated for every child every year.
2. It is the responsibility of the family to inform the Howard County Conservancy Camps of any changes to the information submitted on the health history form.
3. If a child 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 child will bring to camp.