

2018 Warren W. Willis United Methodist Camp Summer Camp Policies and Consents

(By registering your child online/signing the Summer Camp Registration Form you are confirming that you have read the following policies and consents and are granting the following authorizations)

By registering your child online/signing the Summer Camp Registration Form you are confirming that you have read the following policies and consents and are granting the following authorizations:

I consent to the Florida Conference United Methodist Church Summer Camp obtaining and consenting to any medical and/or surgical needs of my child based on urgent need, understanding that effort to contact me will be made but is not a prerequisite to medical care. I accept full financial responsibility for my camper's attendance and agree to pay all costs of collection, including late fees and reasonable attorney fees. I understand that failure to pay the full tuition fee by the expected due date could result in my camper losing his/her space in camp. I confirm that I have read the camp policies and reviewed them with my camper(s). I consent to any packages or luggage being opened and understand that if they contain weapons, ammunition, alcohol, nonprescription drugs, pornography, tobacco products, fireworks, explosives or other contraband items they will be confiscated and may be delivered to law enforcement officers. Mere possession of contraband is grounds for immediate dismissal without refund of fees. I specifically confirm my consent to the cancellation and early departure policies. For good and valuable consideration, we hereby consent to and authorize the reproduction, publication, and use by the Florida Conference of The United Methodist Church, Board of Camps and Retreat Ministry and their successors and assigns, for advertising, commercial, or any other purpose, of any photograph, picture video or likeness of my child or other family members. This agreement is subject to Florida law.

Camp Registration Policies: Please read over the following policies regarding the registration process of the Warren Willis Camp.

The services of the Warren W. Willis United Methodist Camp are available to all children regardless of sex, age, race, creed or national origin. The Warren W. Willis United Methodist Camp is an equal opportunity employer.

Registered Status: A camper has been "REGISTERED" when the Summer Camp Registration Office has received the camper's registration form and deposit, the registration has been processed, and there is space available in the camp session the camper applied for. The parent/guardian will receive a confirmation email with further instructions about the information that should be read/downloaded off of the summer camp website. NOTE: It should not be assumed that a camper has been accepted into camp merely because the tuition check has been deposited. Checks received in the Summer Camp Registration Office will be deposited promptly. This is a requirement from our auditors and Finance Office and is for your protection. Credit Cards will also be charged as the application is processed.

Confirmed Status: A camper is considered "CONFIRMED" when you have received an emailed "Confirmation of Registration" from the Summer Camp Registration Office AND the tuition has been paid in full.

Deposits and Initial payments: For Overnight Camp- A minimum \$100.00 deposit must accompany registration forms when they are mailed and a minimum \$75.00 deposit must be made when registering online. For Day Camp- A minimum deposit of \$25.00 must be made when registering either online or by paper form. Registration forms will not be processed without the deposit. Conference awarded scholarships may not be used to cover this deposit. For overnight camp- If the registration form is turned in after the final payment due date of May 15 for June camps or June 15 for July/August camps, the entire fee must be included with the registration form. For Day Camp- If the registration form is completed less than two weeks out from the first

day of camp, full payment must be made. The tuition fee for Classic Camp, Creative Spirit Camp, and the Suwannee River Canoe Trip is \$420; the tuition fee for the Appalachian Trail Hikes and Wilderness Weeks is \$440. The tuition fee for Day Camp is \$130.00.

Balance due: Information and amounts for all balances due will be sent to the parent/guardian, and will be posted on the camp website for church contacts to view. Campers enrolled in June Camp Sessions must be paid in full by May 15. Campers enrolled in the July Camp Sessions must be paid in full by June 15. If the registration form is turned in after the final payment due date of May 15 for June camps or June 15 for July camps the entire fee must be included with the registration form. Balance is due for Day Camp two weeks before the first day of the week you are attending.

Payment by Check: Registration forms in which tuition fees or deposits are being paid for by check must be mailed to the Summer Camp Registration Office, 4990 Picciola Rd. Fruitland Park, FL 34731. Make checks payable to the Warren Willis Camp. All church checks must be accompanied by a spreadsheet. This spreadsheet can be found under the Group Leader section of the Summer Camp Website. NOTE: It should not be assumed that a camper has been accepted into camp merely because the tuition check has been deposited. Checks received in the Summer Camp Registration Office will be deposited promptly. This is a requirement from our auditors and Finance Office and is for your protection. A \$25.00 service fee will be charged for returned checks.

Credit/Debit Card Payments: Registration forms in which tuition fees are being paid for by Visa, MasterCard, American Express or Discover credit/debit card may be done online at the summer camp website (www.warrenwilliscamp.org). Card payments may also be mailed to the Summer Camp Registration Office: 4990 Picciola Rd. Fruitland Park, FL 34731. Your credit card/debit card will be charged upon receipt of your registration form or payment slip. Please include the following information: card number, card holder name, security code and expiration date.

Refund policy:

- a) There is no discount or refund for campers who arrive late, depart early or do not attend camp as scheduled.
- b) There is no refund or partial refund for campers who must be dismissed early due to illness or homesickness. If your camper arrives with any symptoms and/or a body temperature of 101, or greater, they will be sent home. For Day Campers- If a child has a fever of 101 or greater he or she will be sent home and may not return to camp until they have been fever free (without the use of fever reducing medications) for 24 hours. If your child is not able to return to camp, no refund will be given, unless you have a note from a Doctor stating that they could not return to camp. If you'd like to discuss your child coming to another week of camp once they are no longer ill please contact our Summer Camp Registrar. If you choose to not send your child to camp due to a concern that your child might be exposed to a contagious illness, no refund will be given.
- c) If you have to cancel due to medical reasons, a refund will be given, minus a \$50 cancellation fee, upon receipt of a doctor's note explaining why the camper is not able to attend camp.
- d) The Camp Director reserves the right to dismiss, without refund, any camper whose influence is not good for the camp. Illegal acts, such as using non-prescription drugs and consumption of alcoholic beverages, are prohibited and are grounds for dismissal.
- e) For Overnight Camps-If a cancellation request is received 15 calendar days prior to the start of the camp session the camper is attending, the full amount paid will be refunded LESS a \$50.00 Cancellation Fee. If notice is received less than 15 days prior to the start of the camp session the camper is attending, or no notice is given, no refund will be made. For Day Camp- Cancellation of a session must be made before the payment due date. The camp deposit is non-refundable.
- f) No refunds will be made until after the close of all summer camp sessions. Payments that have been made by credit/debit card will be refunded with a credit to the credit/debit card account. Payments that have been made by check will be refunded with a check. Payments made by a local church will be refunded to that church.

g) All refund requests must be made in writing or email and received in the Summer Camp Registration Office by November 1, 2016.
We reserve the right to amend these policies if deemed necessary by the Director and the Board of Camps and Retreat Ministry.

Switching Camp Session Dates:

Requests to switch camp session dates MUST be made in writing (*see address below) or email and may be subject to a \$25.00 "change" fee. IMPORTANT NOTE: When you register for a camp and then later request to switch to a different camp session, your registration form will be treated as "new," as of the date the Summer Camp Registration Office receives your written change request and you will be put back into the "new registration" process as of that date. Even though you may have been accepted and/or confirmed for a camp session you applied for earlier, this does not necessarily mean you will be accepted and/or confirmed for the new camp session date you have requested. When you request to switch camp dates, you lose your "spot" in the camp session you originally applied for. Switching camp session dates may also affect the date your final payment is due and could require the balance to be paid in full at the time you request a change in camp session dates. Please take all of this into consideration when requesting a change in camp session dates.

*Written requests for cancellations, substitutions and/or to switch camp session dates may be emailed to Summercamp@warrenwilliscamp.org; or mailed to Summer Camp Registration, 4990 Picciola Rd. Fruitland Park, FL 34731.

Cancellations: All cancellations MUST be made in writing or email. Cancellation requests, received less than 15 calendar days prior to the start of the session camper is registered to attend, will not be refunded. All other cancellations will be refunded the full amount paid, less a \$50.00 cancellation fee (see refund policy). For Day Camp- Cancellation of a session must be made before the final payment due date. The camp deposit is non refundable.

Waiting List: In the event a camp week is full, a camper will be placed on a waiting list. If spots become available, the parent/guardian will be contacted by the Summer Camp Registration Office. Available spots are filled on a first-come first-serve basis. If you do not want your camper to be placed on the waiting list, you will need to contact the Summer Camp Registration Office. In the event a spot does not become available for the camp you desire, you will be refunded the full amount that you have paid.

Request for changes: All requests for changes must be made in writing to summercamp@warrenwilliscamp.org or by mail. When communicating changes or questions, please give us the full name of your camper, your church and other pertinent information about the camper or camp session you are inquiring about.

Substitutions: Due to the many variables involved when making a substitution, all substitutions are at the discretion of the Summer Camp Registration Office and may or may not be possible. If there are other children of the same age level and gender on the waiting list, that child(ren) will be offered the spot before a substitution can be made. All substitution requests MUST be made in writing. (*see address above) A substitution fee of \$25.00 may be charged if a substitution is made.

Registering for multiple weeks of camp (this applies to overnight camp only): A camper is allowed to attend one week of classic camp and one week of a trip camp or creative spirit camp. If a camper is registered for two weeks or more of classic camp and the weeks he/she is registered for begins to fill up, we will ask the parent/guardian to choose only one week of camp for that camper to attend so that there are not other campers who are put on the waiting list or denied the opportunity to come to camp.

Data Sharing: The Summer Camp Registration Office and the Warren Willis Camp staff have the right to share information about a camper's registration status, balance due, etc. with the

designated person in charge of summer camp at the local church which the camper attends/is attending camp with.

Camper Policies- Please read the following policies regarding issues that might arise while your child is in attendance at the Warren Willis Camp.

Abuse/Neglect Awareness Reporting: Abuse can be physical, sexual or emotional. We are legally required to report any suspected child abuse or neglect. Our main priority is the welfare of all our campers.

Camper Discipline: Counselors and staff of the Warren Willis Camp do not use physical punishments as a means of discipline. Disruptive campers may lose privileges and opportunities. Parents will be contacted if behavioral issues continue and cannot be resolved.

Counselor to Camper Ratios: Elementary through High School Campers are under the supervision of a counselor/staff at all times.

Elementary (grades 4-5) 2:10
Middle School (grades 6-8) 2:13
High School (grades 9-12) 2:13

Camp-Appropriate Dress Policy: Please review your packed clothes and make sure that none of your items of clothing make references to cigarettes, alcohol, illegal drugs or are overly tight-fitting, loose, or otherwise inappropriate for a Christian camp setting. If something is "questionable," please leave it at home. Camp staff has the responsibility of encouraging appropriate dress.

Emergency Contacting: The safety and well being of our campers is our highest priority. In the event of situations involving injury, accidents, medical need, repetitive behavioral problems, etc., parents will be contacted. Please rest assured that your child is in safe hands and we will contact you should there be any problems.

The camp personnel will notify you if your child displays the following health symptoms:

- Any illness that persists longer than 24 hours; including fevers, coughs, excess expulsion of bodily fluids, allergic reactions, severe tiredness.
- Any injury that causes severe prolonged pain, change in color and/or swelling.
- Any condition that cannot be sufficiently treated by camp personnel.
- Any condition requiring transport to other medical services.

Homesickness: Homesickness can occur at camp, even among experienced campers. At the Warren Willis Camp, we encourage homesick campers to stay to the end of the week to allow them to truly experience camp. Our staff and volunteers are trained to help children through homesickness so that they have a great and positive camp experience. In the event that a camper becomes severely homesick, parents will be called by either the Team Leader or the Camp Staff Member so that the best decision can be made regarding their child. If you anticipate that your child may become homesick, please do not tell them to "just try it for a couple of days," or "if you don't like it, you can call me," or "if you don't like it, I will come get you." In saying these things, the child is set up to fail.

Cell Phones: Campers are not allowed to bring cell phones to camp. We know that in today's culture many of our campers and parents stay in daily communication via cell phones. We also understand the trust that you are placing in us by allowing your camper to come to camp without their cell phone, and want to make sure you understand why we have this policy. We believe that

there is a very real value in your camper spending a week unplugged and disconnected from their digital lives. We believe that taking time off from our phones, computers, social media, video games, etc. can open up the space in our minds and hearts to hear and feel God at work. If there were any situations regarding your camper while at camp that you need to be made aware of (medical issues, severe homesickness, etc.) we will call you. If you need to reach your child immediately because of a situation at home, please call the camp office at 352-787-4345. For after hour emergencies, please call 352-978-9014. Thank you for trusting us with your camper.

Late Arrival and Early Departure:

We discourage late arrival and early departure for the benefit of the camper.

The success of a camping experience is dependent upon full-time participation.

In the event of an early departure or late arrival no fee refund/pro-rating will be provided.

Approval for any late arrival or early departure must be given by the Summer Camp Office and details coordinated ahead of time.

A camper will not be allowed to arrive for camp more than two days late. (Wednesday a.m.)

Safety and Health: Everything possible is done to make the camp a safe place for the campers. Two nurses are part of the staff all summer, and the camp is only a few minutes away from a modern hospital in case of emergency. Many of our Team Members are CPR certified. During waterfront and swimming pool hours, certified Lifeguards are on duty. There are strict waterfront and pool regulations. Meals are wholesome, well balanced, and there is always enough to eat. Should your child have special dietary needs that cannot be addressed in our online health history program, CampDoc, please call the camp office and speak with our Food Service Manager. Each facility is cleaned daily.

Each camper is required to complete an online Health History. Campers cannot stay at camp without a completed Health History. In an effort to protect the health of everyone at camp, each camper will be given a health screening and their temperature will be taken, with an ear thermometer, during check-in. The camp cannot serve children with contagious diseases because of the congregate lifestyle of the camp. If your camper arrives with any symptoms and a body temperature of 101, or greater, they will be sent home. For Day Campers- If a child has a fever of 101 or greater he or she will be sent home and may not return to camp until they have been fever free (without the use of fever reducing medications) for 24 hours. If your child is not able to return to camp, no refund will be given, unless you have a note from a Doctor stating that they could not return to camp. If you'd like to discuss your child coming to another week of camp once they are no longer ill please contact our Summer Camp Registrar.

If your camper is on any medication for a chronic, non-contagious illness, or is on medication during the school year (such as Adderall), please send this medication to camp with them. Camp is a structured environment like school. The Nurse will see that medications are distributed to campers at their scheduled times during the week.

If your child will be taking any kind of medication while at camp (prescription or non-prescription), please enclose all medications (enough for the week your child is at camp) in the original pharmacy labeled container with your child's name or their over-the-counter packaging. Camper Release Form: In order to ensure the safety of all our campers we are asking parents/guardians to complete the Camper Release Form. This form identifies and authorizes who is allowed to pick up your child from camp. If your child will be going home with your local church, please have the local church person, who will be signing them out of camp, sign the form as well.

Visitation: Parents or guardians are not able to visit their child during their week of camp. Personal contacts from parents can have negative effects regarding homesickness and community building times.

Volunteer/Staff/Visitors Screening: The welfare of our campers and guests is our utmost priority. Year Round Staff, Summer Staff and Volunteers are run through a local, state and national criminal and sexual offenders background screening.

Weather: Weather is monitored closely. Camp Staff will alert leaders of possible severe weather approaching. All camp leaders are trained on where to take campers in the event of severe storms.