



Camp Weed Summer Camp

Policies and Procedures

Camp Weed aims to create an incredible camp experience for all of its campers and staff. In order to help this happen and to ensure the comfort and safety of everyone at camp, we follow the policies in this document. If you have questions or concerns about these policies, please contact Summer Camp Director Sam Marxsen at sam@campweed.org or (386) 364-5250.

Deposits

A \$100 deposit per session, per camper is due upon registration in order to hold each camper's spot. If this deposit is not received or the camp director is not contacted to make a payment plan within 30 days of registration, the registration will be canceled and the spot will not be held.

Campers may switch sessions freely with no change to the deposit.

Refunds

Deposits

The \$100 deposit is fully refundable until April 1 and half refundable (\$50) until May 15. Deposits are not refundable after May 15.

Camp Balances - Prior to Camp

Not including the deposit, the camp balance is fully refundable until two weeks prior to the start of your session. If a camp session is canceled within two weeks of the session, an additional \$200 is forfeited, with the remainder being refunded. Exceptions may be made in the case of a documented illness.



Camp Balances - Dismissal from Camp

If a camper is dismissed from camp for behavioral reasons, they are not eligible for a refund.

If a camper is dismissed from camp for documented medical or emergency reasons, we will make every effort to reschedule them for another session later in the summer. If a camper cannot be rescheduled, we will refund \$90 per remaining day of camp.

Waitlist

When a session is full, parents/guardians will have the opportunity to put their camper on the waitlist through CircuiTree. Generally, campers will be placed on the waitlist on a first come, first serve basis. However, campers who absolutely cannot attend a different week of camp due to scheduling conflicts or who want to attend multiple weeks of camp back-to-back will be given priority.

Required Forms

The following forms (available online through [CircuiTree](#)) must be completed two weeks prior to the start of a camper's session:

- Camper Profile
- Terms and Conditions
- Pickup Authorization
- Medical History
 - For the health and safety of your child, it is absolutely essential that we have a complete medical history and all information pertaining to allergies, medications, etc. This provides our nurses with the required authority for administering medications and treating the camper.

In addition to the online forms, campers must be examined by a physician within one year of attending camp. A physician must update and sign any physical form annually and it must be uploaded in your registration.



We strongly recommend that you ask your doctor about administering appropriate tetanus and other inoculations with the physical examination.

No child will be admitted to Camp Weed without completing these required forms.

Balances

All camp balances are due two weeks prior to the start of a camper's session. If the balance is not paid or the camp director has not been contacted, the spot will be released and offered to a camper on the waitlist.

Cabin Requests

We will do our best to accommodate up to two cabin requests per camper. Sometimes, we see large chains of requests that create a large group in one cabin. We will not honor cabin requests which create groups larger than half the cabin. For our full sessions, this is eight or more. For other sessions, it may be as low as six or more.

Medical Treatment

Serious Accident or Illness

If your child has a serious accident or illness, requires medical treatment by a physician, or requires more than 24 hours of confinement in the infirmary, you will be notified as soon as possible. The services of a physician and pediatrician are available at Shands Live Oak Regional Medical Center (8 miles from camp) as well as Lake City Medical Center (16 miles from camp). We will make the necessary travel arrangements and implement follow-up care in our infirmary at no additional cost. However, medical expenses incurred (doctor, hospital, prescription, etc.) are your responsibility. Please be sure to provide your insurance information and a copy of your current insurance cards in your medical history form.



Over-the-Counter (OTC) Medications

We stock medications such as Tylenol, Benadryl, Chloroseptic, etc. You do not need to send these to camp with your child. We will dispense these medications as needed.

No medicines other than Epi-Pens and inhalers are allowed in the cabin. Everything else should be turned into the nurse to be held in the infirmary (this includes vitamins such as melatonin).

Prescription Medications

All prescription medications should be noted on your Health History form. This form can be updated any time prior to camp through [CircuiTree](#).

Medication should be brought to camp in the original container with only the amount of pills needed for the duration of camp. This bottle should be handed to the camp nurse or their designee. If for any reason we need more medicine, we will call you as soon as possible.

No medicines other than Epi-Pens and inhalers are allowed in the cabin. Everything else should be turned into the nurse to be held in the infirmary.

Illness at Camp

If a child becomes ill while at camp (runs fever over 101, runs any fever for 24+ hours, shows symptoms which are likely contagious, vomits without obvious reason, etc.), the parents or guardians will be notified for the child to be picked up. This decision to send a camper home due to illness is at the discretion of the camp director and camp nurse.



In the event that parents or guardians cannot be reached, we will contact the emergency contacts listed in your child's file. All sick children must be picked up within three hours of being contacted.

A child who cannot comfortably participate in camp activities, and could possibly compromise the health and safety of other campers, should be kept home. Signs or symptoms which require exclusion include:

- Oral temperature of 101 degrees or greater
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or any other unusual symptoms)
- Uncontrolled diarrhea
- Vomiting (two or more episodes within 24 hours)
- Mouth sores
- Rash with fever or behavior change
- Pink or red eyes with white or yellow discharge
- Untreated scabies, head lice, or other infestation
- Known contagious diseases while still in the communicable stage.

Lice Checks and Infestations

Each camper will undergo a routine lice check upon entering camp. If any trace of lice in any stage is found, the camper will be sent home for treatment. A camper may be readmitted if the camp nurse finds that they are clean of lice in any stage.

If a camper is found to have lice once admitted to camp, the camp nurse and the camp director will evaluate whether they are comfortable treating the camper on-site or if a parent/guardian will be called to pick up the camper.

Allergies and Dietary Restrictions

We can accommodate any and all dietary restrictions as long as our chef has ample time to prepare. If your Medical History form is filled out noting the dietary



restrictions at least two weeks prior to their arrival, we will make the appropriate accommodations. If your camper arrives at camp without giving us this information in advance, it is possible they may not have special meals made for the first day, but there will be a breakfast bar and a salad bar (lunch and dinner) available at each meal.

Behavior

We expect that all campers will live by the camp rules and general Christian principles while at camp. Our staff members are trained in behavior management and can deal with many situations that arise. We take a positive approach when addressing behavior.

Sending a camper home for behavior issues is at the discretion of the camp director. This decision may be made if the camper continually disregards camp rules, threatens themselves or others, harms themselves or others, or in any other way compromises the comfort and safety of campers and staff.

If the decision is made to send a camper home, the parents/guardians will be notified immediately. In the event they cannot be reached, we will contact the emergency contacts listed. Campers must be picked up no more than three hours after receiving this phone call.

Campers sent home for behavior are not entitled to reschedule their session or to receive a refund. Their ability to attend camp the following year is at the discretion of the camp director.

Bullying

Camp Weed has a strict policy against all types of bullying. Incidents not easily solved by staff members within an activity or cabin will be handled based on a three strike policy. The first incident reported will be addressed by the camp



director. The second will be addressed by both the camp director and the executive director. The third will most likely result in the camper being sent home.

Unfortunately, campers who are bullied may not have the same potential to get the most out of their camp experience. Our leadership staff addresses all incidents of bullying seriously and trains staff to promote communication so both staff and campers will be comfortable alerting us to any problems during their camp experience. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Swim Test and Lifejackets

Each camper will undergo a brief swim test on the first day of camp. For this test, campers must be able to swim the length of our pool without struggle. Campers who do not pass the swim test will be required to wear a lifejacket in the pool.

All campers will be required to wear a lifejacket at the lake.

Canteen

Canteen is Camp Weed's snack shop, and it is open once a day. Campers are allowed to purchase one thing from each category: salty, sweet, and drink. The maximum a camper could spend is \$4 per day.

Adding funds to Canteen is completely optional. This can be done online through [CircuiTree](#) or when checking in for camp.

T-shirts, water bottles, and other camp store items cannot be purchased with Canteen funds. These things can only be purchased through our camp store (open only during check in and check out).

At the end of the week, any remaining funds will be donated to camp scholarships. **No Canteen refunds will be given.**



Confiscated Items

Cell Phones

To help ensure a fun, distraction-free, and Christ-centered experience, Camp Weed does not allow electronic devices (music listening devices and cameras are acceptable).

Campers should leave all cell phones and other electronic devices with their parents or in the camp safe at check-in. All cell phones collected at check-in will be returned to parents/campers at check-out.

Other Contraband

Campers will be given an opportunity to anonymously turn in any contraband to their counselors on the first night of their session (cell phones, weapons, drugs, alcohol, etc.). After the first night, any camper found with contraband will be taken to the camp director. Items will either be disposed of or returned to the parent/guardian at check-out. Appropriate action will be taken at the discretion of the camp director and the executive director.

Snacks

Campers can bring snacks with them to camp and/or receive them in care packages. These snacks will be kept in the common room of the camper's cabin and placed in a shared, sealed plastic bin when not being eaten.

We recommend not sending your camper with anything that contains peanuts. However, if someone in the cabin does have a specific allergy, we will notify parents as soon as possible. No food that contains that allergen will be allowed in the cabin. If staff members see food that violates this policy, the food will be confiscated and disposed of.



Lost and Found

Throughout the week, lost and found will be collected and placed on a table in the back of the Youth Pavilion for campers to check. During check out, this table will be moved out into the Youth Pavilion for parents and campers to peruse.

If you get home and discover that something has been left at camp, please notify us as soon as possible. We hold items for two weeks following each session. Items we find can be picked up at camp, sent home with another camper, or mailed at the expense of the camper.

Pick Up

Camp Weed does not have the resources to care for campers after 11:00 a.m. on the last day of the session. Please be on time, or make arrangements to have someone else pick up your camper. Notify the camp director at check-in on Sunday, or at least 24 hours beforehand, if someone other than those listed on your online pickup authorization form will be picking up your camper.

If you have questions about anything covered or not covered in this document, please contact Summer Camp Director Sam Marxsen at sam@campweed.org or at (386) 364-5250.