



# Camp Weed Summer Camp Registration 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](mailto: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 May 1 and half refundable (\$50) until May 31. Deposits are not refundable after May 31.

### ***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 or emergency.

### ***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 CampBrain. 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 will be given priority.

## **Required Forms**

The following forms (available online through CampBrain) must be completed prior to the start of a camper's session:

- Camper Information
- Pickup Authorization
- Camper Pick-Up
- Release Form
- Medical Form
  - For the health and safety of your child, it is 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.
- Physical Form (document upload)
  - **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 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 HCA Florida Suwannee Emergency Room (8 miles from camp), Main Street Family/Urgent Care (8 miles from camp), as well as HCA Florida Lake City Hospital (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 medical form. This form can be updated any time prior to camp through CampBrain.

Medication should be brought to camp in the original container with only the number 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, with a fever of 100.3 or more or has at least two symptoms of COVID-19 (listed below), they will be isolated immediately, and the parents/guardians will be called for the child to be picked up. Parents will have the option to give permission for a rapid COVID test in this scenario as well.

COVID-19 symptoms:

- Cough
- Chills
- Nasal congestion or runny nose
- Sore throat
- Muscle or body aches/headache
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Diarrhea/nausea or vomiting

If a camper is sent home because of COVID-like symptoms, they will have the option to attend another session later in the summer, so long as the child has a negative COVID test.

There are, of course, other explanations for the above symptoms, but we are taking every precaution possible to help keep all our campers and staff safe. A child who cannot comfortably participate in camp activities and could possibly compromise the health and safety of other campers, should be kept home/will be sent home.

Other signs or symptoms which require exclusion include, but are not limited to:

- Symptoms and signs of possible severe illness (such as unusual lethargy, irritability, persistent crying, 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.



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 8 hours of being contacted.

### **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 at 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 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.

### **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**

This summer canteen is included in each camper's registration fee, so no need to add any extra money to their account this time! Campers will still go through canteen once a day and are allowed one thing from each category: salty, sweet, and drink.



## **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 to Mandi's Chapel 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 6:00 p.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](mailto:sam@campweed.org) or at (386) 364-5250.