

# Registration Policies and Procedures

## TIPS FOR PARENTS

Each year seasonal staff are hired and trained for summer employment. The hiring process includes interviews, reference checks and criminal background screening.

Your child's safety is our first priority. Our camp is staffed with responsible program instructors and group leaders. If your child has any severe medical, behavioral, or emotional issues, please call to discuss the appropriateness of our camp programs with our Summer Camp Director, Chris Hill prior to enrollment.

## REGISTRATION PROCEDURES

Registration begins February 2nd. Spaces are filled on a first-come, first-served basis. Registration online and through the mail occur simultaneously. Online registration is the preferred method. Your registration is immediate and your camper packet is automatically emailed back to you with your confirmation.

**To register online:** Visit [pinejog.fau.edu](http://pinejog.fau.edu) and click on Everglades Youth Conservation Camp.

**To register by mail:** Make checks payable in full to FAU. Please include your DL# on the check. Mail your registration and payment to Pine Jog Environmental Education Center, Attn: EYCC Camp Registrar, 6301 Summit Boulevard, West Palm Beach, Florida 33415.

## CAMP TUITION

A 50/50 payment option is available through Active Networks/CampRegister. This option is **not** available to mail in registrations. You will have the option of paying 50% at time of registration and 50% on or before May 1st. After May 1st, full tuition is required. **If paying by check through the mail, all monies are due at the time of registration.**

Tuition includes meals, lodging, program materials, activity fees, instruction and minor accident insurance (secondary policy only).

## CONFIRMATION

- Online registrations receive immediate confirmation via email. Your confirmation packet will automatically be sent as an attachment. **Your confirmation from Active Networks/CampRegister is your confirmation.** Mail in registrations will be mailed a packet within 4 weeks. If you have not received your confirmation within 24 hours via e-mail please call the registrar. Forms will also be available through our website.
- The confirmation packet includes camp week, cabin assignment, a medical examination form, a list of what to bring and directions to camp. **The medical form must be completed by a licensed physician.** All completed forms must be **brought to the camp on your child's arrival date.** **Campers will not be admitted without all forms completed correctly. We do not have immediate access to the prior year's information.**

## REFUND POLICY

**Full refunds are not available under any circumstance.** A \$50 processing fee per registered session is retained if the request for refund is received prior to June 1st.

All refund requests after June 1st are subject to an automatic 50% refund policy.

Refunds less than 10 days prior to the start of a session will be subject to an automatic 25% refund policy.

All requests must be made in writing and must arrive by August 3rd, 2010. If your child does not show on the first day of camp, and you have not called prior, your right to a refund will be forfeit. Refunds are not made when campers are sent home for disciplinary reasons or if a camper chooses to leave for reasons other than illness. Refund requests after June 1st due to family emergency, or illness will be handled on a case by case basis. Medical refunds must be accompanied by supporting medical documentation.

Online registrants requesting a refund must send the refund form to Pine Jog Environmental Education Center. If the refund is approved, your credit card will be credited. Please allow 8 weeks for the refund to appear. If payment was made by check, or e-check, please include your social security number to expedite processing.

## CAMP SCHOLARSHIPS

Everglades Youth Conservation Camp has a number of scholarship opportunities available. Please call the camp registrar for more information at (561) 686-6600.

## PARENTS... PLEASE NOTE

- Registrations must be received no later than 3 weeks prior to start of a session.
- Campers may register for multiple sessions of camp.
- Campers are grouped in cabins by age, gender and program availability.
- Campers must be age appropriate by May 31, 2008.
- Programs may be altered in cases of extreme heat or inclement weather.
- E.Y.C.C. parents/guardians must furnish transportation to and from camp. Check-in is 3:00 p.m. to 5:00 p.m. on Sunday. Check-out is 3:00 p.m. to 6:00 p.m. on Friday.

**REGISTER ONLINE AT  
PINEJOG.FAU.EDU**

# Registration Form

Please use one form per child.  
Photocopies of this form are accepted.  
Please print neatly.

Camper's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Gender: M F

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Alt. Phone: ( ) \_\_\_\_\_ / Name: \_\_\_\_\_

T-Shirt size: Child: S M L XL Adult: S M L XL XXL

**I have read the policies and procedures on the opposite side and agree to the terms and conditions therein.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Session Dates

- Session 1 June 27 • July 2
- Session 2 July 4 • July 9
- Session 3 July 11 • July 16
- Session 4 July 18 • July 23
- Session 5 July 25 • July 30
- Session 6 Aug 1 • Aug 6

### Make checks payable to FAU

#### Mail To:

E.Y.C.C. Camp Registration  
6301 Summit Blvd.  
West Palm Beach, FL 33415

## - Everglades Youth Conservation Camp Selection -

All camp prices reflect additional activity fees.

___ Nature Seekers (8-9 yr-olds)	Session Choice #: _____	\$325
___ Wildlife Adventures (10-11 yr-olds)	Session Choice #: _____	\$325
___ Jr. Voyagers (11-12 yr-olds)	Session Choice #: _____	\$325
___ Trail Blazers (11 - 12 yr -olds)	Session Choice #: _____	\$325
___ Rangers/Hunters Ed (12 -14 yr-olds)	Session Choice #: _____	\$325
___ Explorers (13-14 yr-olds)	Session Choice #: _____	\$325
___ Mariners (13-14 yr-olds)	Session Choice #: _____	\$395
<b><u>Mail-in registration fee</u></b>		<b><u>\$ 20</u></b>

Total enclosed: \_\_\_\_\_