



Policy 14-12

SUMMER CAMP POLICIES 1-12

Hamilton Jackson Pocono Park and Open Space Commission
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SUMMER CAMP POLICIES; 1 thru 12

1. Registration Policy:

All classes/programs require participants to register prior to the start date unless otherwise stated. Submission of registration must be accompanied by payment and received prior to the start date by this office, unless otherwise stated within the class/program announcement. Class/Program locations, days, dates, and times are subject to change when necessary. **Class/Programs are/maybe canceled if a sufficient enrollment is not obtained.**

2. Payment Policy:

Payments made in cash, **MUST** be made in person in our office. A receipt will be issued at that time for the amount paid. Payment made in the form of a check may be dropped off at the office or mailed into the office. A receipt will then be mailed or handed back to the payee. **A \$25.00 fee will be assessed to all "Non-Sufficient Fund"/Returned checks.**

Checks must be made out to: **HJP Park and Open Space**

3. Credit Card Policy (Information):

Credit cards are being accepted. We will honor Master Card (MC) & Visa. Credit card refunds will be available. Credit card transactions may be made in the office or on the registration form and mailing it in. **There will be a \$15.00 non-refundable convenience fee per each credit card transaction added to your overall total.**

4. Refund Policy: Summer Camp and JRCT Refunds

All refunds will be in the form of a check and take two (2) to three (3) weeks to process. NO refunds will be issued for missing a one (1) or two (2) day class/programs. Full refunds will be issued if requested before the second day of a camp program. 50% refund will be issued if requested before the third day of a camp program. A \$7.50 per person administrative charge will be deducted from **ALL refunds**. Costs of any materials that were consumed by the participant will also be deducted from the refund, when applicable. **NO** refunds will be issued after the third day for any reason (medical excuses may be considered on a case by case basis). It is the participants' responsibility to request a refund prior to the third day of a program. **NO** refund will be issued if dismissal from a class/program for behavioral issue. The request for a refund must be in a written letter form and delivered to this office. We will not transfer payment from one class/program to another.

5. Cancellations Policy:

HJP Park and Open Space reserves the right to cancel or postpone any class/program for the lack of participation. Classes/Programs may be canceled at any time or date due to inclement weather, school

closings, or any unforeseen reason. Class/Program locations, days, dates, and times are subject to change when necessary. Cancellations will be announced on our website and our Facebook page.

6. Class Policy:

When you are accepted into a class/program, you cannot have your name on a waiting list for the same class/program at a different time/location.

7. Program Dismissal Policy:

HJP Park and Open Space reserves the right to dismiss participants from a class/program for behavioral and/or conduct by a participant that is deemed inappropriate by the assistant staff, staff, counselors or administration personnel. **NO** refund will be issued for this type of dismissal.

8. CAMP FEE Schedule:

Campers age 6 thru 12 -	\$420.00 for first Child;
	\$395.00 for 2nd Child;
	\$370.00 for each additional child

JRCT camper ages 13 thru 15 - \$210.00 per child.

9. Zero Tolerance Policy 1:

The HJP Park and Open Space Commission has a ZERO tolerance policy with regards to the use of tobacco products, alcohol based products/beverages, weapons (including pocket knives), and vulgar language.

10. Zero Tolerance Policy 2:

HJP Park and Open Space Commission has a ZERO tolerance policy with regards to all types of bullying. This includes but not limited to; name calling, vulgar language, physical contact (i.e. shoving, pushing pulling, spiting, kicking), verbal & written degrading and cyber bullying.

11. Minimum Standard for Camp Attendees Policy:

All camp attendees must meet the following minimum standards;

- a. All children (as of the 1st day of camp) must be between the ages of 6 thru 12.
- b. All children must be able to change their own clothing as needed without assistance. (on water days the children need to change from regular clothing into swim suites and then back. Counselors MAY NOT assist the children)
- c. All children must be able to communicate on their own with camp staff.
- d. All children must be potty trained.
- e. All children wanting to enter the JRCT program, must have been a camper (6-12) and be recommended by camp staff, or be interviewed by Rec. Mgr. and/or Dir., also must be ages 13 thru 15 (as of 1st day of camp).
- f. All children that require medications **MUST** be able to self medicate. (Camp Staff is not trained or licensed to issue medications, nor permitted to safe guard medications).
- g. All children must be able to take and understand directions, coaching & instructions from camp staff, supervisors and HJP Commission Administration.

12. Dress Code Policy:

All children must adhere to the dress code set forth in the PARENT/GUARDIAN REMINDER document. The examples that are shown are not all inclusive. Common sense based on each respective day's activities should apply.

Effective Date: The effective date of this policy shall be;

Adopted and approved this 4 day of April , 2014

Signed, _____

Executive Director

*Camp Policies and or fees may change at any time as the needs arise.

Revised: May 6, 2015 hwe.