

Camp Puh'tok Policies

REGISTRATION - To register, complete registration form in its entirety, clearly mark the desired session(s) and include deposit with registration. A deposit is due for each session enrolled.

MAIL TO: Registrar

17433 Big Falls Road

Monkton, MD 21111

REGISTRATIONS RECEIVED WITHOUT THE DEPOSIT WILL NOT BE PROCESSED - If the requested session is full, you will be notified by phone prior to returning your deposit. **DEPOSITS ARE NON-REFUNDABLE**. Your deposit will be applied to the total tuition. Upon receipt of your registration and deposit you will be e-mailed a confirmation packet containing necessary health forms, a suggested packing list, etc. A \$25 fee will be assessed to your account for all returned checks.

PAYMENT IS DUE IN FULL MAY 1 - Space will be forfeited if tuition is not received by due date. Programs are filled on a first come, first-served basis.

TRADING POST FUNDS - Campers have the option of purchasing light snacks, drinks and souvenirs at the camp's Trading Post. Trading Post funds should be included with your final tuition payment. **No refunds are issued for unused funds**. Trading Post accounts are limited to \$25. The Trading Post will be open on registration Sundays and on closing Fridays.

CAMP BIRTHDAYS - Birthday cakes are available for \$20.00. Be sure to check the birthday box on the registration form.

MEALS - Family style meals are served three times daily. Please be sure to notify the office of any special dietary needs or food allergies upon registration. A menu is available upon request.

BEHAVIOR AND DISCIPLINE - In the event of serious emotional or delinquent behavior exhibited by a camper, you may be required to remove your child from camp without any refund of tuition.

HOMESICKNESS - While we try our hardest to maintain the happiness of all of our campers, some children are not ready for sleep away camp. In the event that your child should have to leave due to homesickness we unfortunately do not reimburse tuition.

REFUND POLICY - All requests for refunds must be made in writing. If the refund request is submitted before June 1st, it will be submitted to the board of directors for review and a decision will be made within two weeks. Should we receive a request after June 1, that request will not be reviewed until after the last camp session in August. We do not refund deposits.

PERMISSION TO USE PHOTOGRAPHS - During the summer programs your child may be included in group or activity photographs which may be used for promotional or public relations materials, including brochures, website and camp yearbook. By signing the registration form you are granting permission for use of these photos.

FINANCIAL ASSISTANCE - Limited financial aid is available. Applicants will be required to submit proof of income, proof of monthly expenses and a letter of support. Please call the office to request a financial aid form.

CAMPER PROPERTY - A packing list will be provided with your registration confirmation. Please be advised the following items will NOT be permitted at camp: cell phones, radios, televisions, game systems, CD/DVD/MP3 players/iPODs/tablets/laptops, knives, axes, firearms, fireworks, matches, lighters. Camp Puh'Tok will not be held liable for any damage or loss that may occur to any personal property. Parents are responsible for ensuring that their child does not bring inappropriate items to camp. All items should adhere to the suggested packing list. Any items not appropriate for the camp setting will be confiscated.

PHONE CALLS - Use of the telephone by campers is discouraged. Special arrangements will be made for emergencies. Cell phones will be confiscated and can be picked up at the end of the session.

RETURNED CHECK FEE - There will be a \$25 fee for any returned checks.

HEALTH INSURANCE - It is suggested that you provide a copy of your health insurance card with your medical forms. Camp Puh'tok does NOT provide health insurance to individual campers.

NO TOBACCO, ALCOHOL OR DRUGS - Camp Puh'tok is a smoke free, alcohol prohibited camp facility.