



## **2012 Summer Camp Application Guide**

**\*Please keep this packet for your records\***

### **Who should I contact if I have questions about registering for camp?**

#### **Registration Contact Information:**

Kathy Werschkul 971-230-2923

[kathy@mhkc.org](mailto:kathy@mhkc.org)

#### **Register online at:**

[www.mhkc.org](http://www.mhkc.org)

#### **Mail application/forms to:**

10725 SW Barbur Blvd Suite 50

Portland, OR 97219

### **Who is eligible to attend camp?**

We serve a wide range of campers in terms of ages, disabilities, needs and abilities. However, we cannot accept campers who, in our opinion, may be a danger to him/herself or others while at camp. If you are uncertain about your camper's suitability for camp, please read the **eligibility policy** before applying. The eligibility policy can be found on our website at [www.mhkc.org](http://www.mhkc.org) or you can request a copy to be mailed by contacting Kathy by phone or email.

### **What group should I register for?**

**Program Descriptions:** All camp programs include access to the following onsite activities: the adventure ropes course, horseback riding, swimming in the pool, arts and crafts, Wednesday night dance, fishing, hiking, campfire cookout and the Thursday night campfire/skit night. **\*In addition, all groups will go to Trillium Lake to go canoeing and swimming\*.**

**Please note:** Space is limited in the offsite groups (Trip/Tent and Canoe). Offsite groups are intended to provide a more challenging experience for campers who have had successful years at main camp but are looking forward to new opportunities to enhance their outdoor skills. **Camp Staff will evaluate and recommend campers for offsite programs.** If you have questions regarding registering for offsite groups please contact Kathy Werschkul.

#### **Main Camp: All first year campers must register for Main Camp.**

- Campers will reside onsite in cabins or tents near the cabins.

#### **Trip and Travel:**

- Must be a **returning camper** who would benefit from a more challenging camp experience.
- Campers reside onsite but go offsite for trips.
- Offsite trips include whitewater rafting and a trip to an adventure park.
- The offsite trips are not wheelchair accessible

#### **Tent and Travel:**

- Must be a **returning camper** who would benefit from a more challenging camp experience
- Campers reside in tents at their own personal campsite down the road from Main Camp.
- Offsite trips include whitewater rafting and a trip to an adventure park.
- The offsite trips are not wheelchair accessible
- Please note that this group requires a significant amount of walking (from campsite to main camp).

#### **Canoe Group: Located 8 miles away from Main Camp at Trillium Lake**

- Must be a **returning camper**. This group is for the more adventurous and active campers who enjoy tenting, moderate level hiking, and mastering the art of campfire cooking.
- The group returns to main camp several days during the week to participate in onsite activities and shower.
- Be sure to send a warm sleeping bag, backpack, hiking boots or sneakers, and a water bottle.

## How much does camp cost and when do I have to pay?

### Camper Fee:

Main Camp: \$975

Canoe Group: \$1000

Trip/Tent and Travel: \$1000 plus a \$50 activity fee

### Caregiver Fee:

\$45 per day (\$225 per week)

**\*\*Please note\*\*:** A minimum deposit of **\$150 is due at the time of registration** (\$25 of the deposit is non-refundable). This will reserve the spot for the camper. **The remaining balance is due at least 30 days before the camper attends camp.** If the full amount is not received at least 30 days before the camper is scheduled to attend, the registration is subject to cancellation.

**Payment Plan:** We would be happy to set up a payment plan, however, the full amount is due at least 30 days before the camper is scheduled to attend.

**Brokerage/ Agency Payment:** If an agency is paying the full amount, it can be paid at a later date (please fill in the agency section on the application).

**Note:** The Trip/Tent and travel group camper fee includes a \$50 activity fee that brokerage funds may not cover (check with your personal agent). The camper/family is responsible for paying the \$50 fee at least 30 days prior to the camper attending camp if it is not covered by a brokerage or agency.

### Campership Information:

To apply for a campership, please go to our website at [www.mhkc.org](http://www.mhkc.org) for details and an application. A camper can only be awarded one campership per year.

## What happens if I have to cancel?

We understand that plans change for many different reasons. If cancellations are necessary, please call 971-230-2923 as soon as possible so that we can offer that opportunity to another camper.

### Cancellation fee:

1. If we are notified at least two weeks before the camper is scheduled to attend- **\$25 non-refundable fee**
2. If we are notified less than two weeks before the camper is scheduled to attend- **\$100 cancellation fee**
3. If a camper does not call and does not show up to camp- **\$250 cancellation fee** unless there is medical documentation for medical reasons. If a camper does not call and does not show up it could result in the camper not being able to return to camp.

## How will I be notified of acceptance?

- Step 1: Apply online or request a paper copy if needed. On the application form, one of the questions will be to list your first and second choice of weeks to attend. Once you complete the application form, you will receive an email confirming that the form was submitted.
- Application forms will be accepted on a first come, first served basis providing we can safely meet the support needs of the camper. We will process the applications as quickly as possible, and will make every effort to accommodate your first or second choice of weeks.
- Step 2: Wait for a confirmation email from camp staff: The camp staff will review all applications and email you a confirmation that the camper was accepted and the spot has been reserved. Once you receive the email confirmation from camp, then you are ready to go online and finalize registration for your camper. Depending on the

number of applications submitted at the same time, it could take up to 10 business days to confirm acceptance. We appreciate your patience during this process.

- Step 3: Finalize Registration: Once you receive the confirmation email from camp, **you must** use the link provided in the email to officially register (confirm week and make payment) the camper in the approved session. At this time, you will be requested to pay the **\$150 minimum deposit** (unless an agency is paying in full). Once this step is complete you will receive an automatic email confirmation of registration.
- Step 4: Complete and mail in additional forms: Application Checklist, Acceptance Criteria and Agreement, Physical Exam, Health History, Photo, and copies of support plans if applicable. All forms should be submitted as soon as possible but must be submitted before **June 1<sup>st</sup>** at the very latest.
- Once all of your paperwork has been submitted our office will send a letter including the camper's assigned camp week, arrival time, a list of what to bring, and a map with directions.
- **You may only sign up for one week.** On or after May 1<sup>st</sup>, you may request a second week if one is available.

### **Is there anything else that I should be aware of regarding registration?**

#### **1. Health Examination Form:** (please send in as soon as possible)

- The health examination form can be mailed at a later date, but must be received **by June 1<sup>st</sup>** at the latest. Please DO NOT WAIT to schedule the doctor appointment if it is necessary.
- The physical must be current for the camper to attend camp. In order to be current, the doctor **MUST** have examined the camper **within 12 months** of the camper attending camp (not just the date he signed the form.) Call 971-230-2923 if in doubt.

#### **2. Very important reminders regarding medication at camp:**

##### **\*\*Campers will not be able to check in or stay at camp unless requirements 1 and 2 below are met\*\*:**

1. All medication and treatments must have a **current Physician's order on the label**. If the current dosage does not match the label you must provide a copy of a current prescription or Doctor's order (**within one year**).
2. All medications must be properly labeled in **original containers**. This includes over the counter medication. We cannot accept medications in envelopes, pill boxes or medication bottles with "homemade labels".
3. Please send extra pills/liquid medication in the event that medication is dropped or spit out and becomes unfit for administration.
4. If your camper needs special equipment (e.g. a certain cup or straw) or food other than applesauce (e.g. pudding or yogurt) to take medication, please bring these to camp in the original container, labeled with camper's name.

At check-in, **YOU MUST WAIT IN LINE AND GIVE MEDICATION DIRECTLY TO THE NURSE**. Please do not pack any medication in the camper's luggage. The nurse will go over all medication and instructions and have you review and sign off on the medication administration log.

**We are looking forward to a great season! If you have any questions please feel free to call.**