

Summer Camp

GROUP LEADER INFORMATION

To Reserve Your Spaces:

1. Read through all of the information for campers, sponsors, and group leaders in the registration packet.
2. Register your group by paying a \$50.00 deposit for each space that you would like to reserve. Please use the Group Reservation Form included in this pack.

The \$50.00 deposit is non-refundable, but is transferable boy for boy or girl for girl during the same camp session. All reservations and payments must be received in writing and need to be made by the group leader. We will not accept payments or reservation changes from individuals in your group.

3. Call us to request the number of brochures that you need for your church.
4. Advertise and hold a meeting for sponsors and parents of campers.
 - a. Make sure that the parents of campers receive: What To Bring List, Frequently Asked Questions, Statement of Faith, Registration Form & Information, and a brochure.
 - b. In addition to the above, all sponsors should receive a Background Release Form.
 - c. Be sure all parents and sponsors understand to turn in all forms and payments to you, the Group Leader, rather than sending them to the White Horse Registration Office.

Sending Registration Forms:

Collect registration forms from parents and sponsors and mail them to the Registration Office. Be sure to keep a copy of each camper's registration form for your records.

1. All registration forms must be filled out in their entirety and signed by the legal guardian of the listed camper. Incomplete forms will not be accepted and will be returned.
2. Early Bird registrations must be postmarked no later than April 30th. You can register additional campers after sending in your Early bird registrations, but they will not receive the discount.
3. All other registration forms must be received in the Registration Office no later than two weeks prior to the start date of your camp session.
4. Campers are not considered to be confirmed until their registration form is completed and approved by the Registration Office.

Keeping Registration Records:

Once registration forms have been processed in our office, you will receive a list of the campers' names that have been confirmed. Please allow a few weeks for processing.

1. Please be sure to check the confirmation list for correct spelling of the campers' names, as well as gender.
2. Verify that all campers have been confirmed. If a camper is not confirmed, it is likely because we are in need of more information about the camper.
3. For those campers needing additional medical attention, we will need a Medical Release form filled out and may need you to send an additional sponsor to monitor the camper's special needs.

Sponsor Background Checks:

We want to offer the greatest possible protection to your campers and the other campers we serve, as well as, provide parents, pastors, and leaders with maximum peace of mind. Therefore, we require that all adults on the camp property have an approved background check on file in our office. This includes all adult sponsors and group leaders. White Horse can run this background check for you for a \$20.00 fee or you may present a background check that has already been completed on the particular sponsor for our approval. Call the camp office about having your background checks completed or approved.

Substitutions and Cancellations:

Immediately notify the White Horse Registration Office in writing if you have any cancellations or substitutions.

Substitutions

If you find it necessary to substitute a camper, a new registration form must be sent by mail or fax. Write "Substitution" along with the name of the camper the child is taking the place of on top of the form. Substitutions must be "boy for boy" and "girl for girl" unless you receive specific permission otherwise from our office.

Cancellations

If a camper needs to cancel, please immediately fax the cancellation to the Registration Office. For refund information, refer to the Refund Policy.

Denials

White Horse reserves the right to refuse admittance to any sponsor or camper we feel may be a detriment to others. In the case that a sponsor or camper is denied, their deposit will be returned in full.

Paying the Balance Due:

Your group's remaining balance must be paid to the Registration Office no later than two weeks prior to the start date of your camp session. The Group Leader should collect all individual payments from parents. Do not send individual payments for each camper. Send your payment on one church check.

Refund Policy

All refund requests must be submitted in writing within 30 days of your cancellation. Campers must cancel at least two weeks prior to the camp session in order to receive a refund of the camp fees paid, not including the \$50.00 non-refundable deposit.

The Camp Director reserves the right to dismiss any camper whose conduct becomes in any way detrimental to the best interests of the other campers. No refund will be given in this case or for any reason other than illness as determined by the camp nurse. If a child is sent home during the week due to illness, the camp fee will be refunded on a per-day basis (days they are not physically at the camp.) Campers who become homesick and leave their camp session early are not eligible for refunds.

Before You Leave Home:

Head Lice

1. Have parents check their campers for head lice two weeks before departure.
2. Do a head lice check of your group on the day of departure to make sure no one in your group is infested.

Each camper will be examined for head lice upon arrival. If nits or lice are present, campers will be turned away with no refunds issued.

Medications

Prescription medications must be in the original bottle, with only the amount needed for the campers' stay at White Horse. All prescription bottles should come in a Ziploc bag with the camper's name written on it.

Campers are not allowed to bring over-the-counter medications; such items will not be accepted at check-in. Medical professionals are available at the nurse's station to dispense over-the-counter medication as needed. Adult sponsors are not allowed to dispense any medication.

Waiting Lists:

We have a very limited number of bunks at this time. We do have plans for future expansion as funds become available. In the meantime, once sessions have reached full capacity, prospective campers may be added to the waiting list. Please send a completed registration form. Write "waiting list" at the top of the form. There is no fee to put a camper on the waiting list.

Sending Mail to Campers:

If parents want to send mail to their campers, please tell them to send it a week in advance to White Horse Christian Retreat Camp, 315 Hurricane Creek Road, Sandy Hook, MS 39478. Please write the camper's name and session date on the envelope.

