

CONDITIONS OF ENROLMENT

1. The Bayview Glen Day Camp (BVG) 2011 camp season begins on Monday, July 4, 2011 and ends on Friday, August 26, 2011. We will not operate on the Civic Holiday, Monday, August 1, 2011. The regular camp day in the full-day program runs from 9 a.m. to 4 p.m.; the 2/3-day program runs from 9 a.m. to 1:15 p.m., Monday to Friday.
2. A Camper Application Form must be completed for each child. A current photo of the camper must accompany each Camper application Form. A Family Information Form must be completed for each family.
3. Applications cannot be processed unless accompanied by a \$400 deposit for each child, bearing the same date as the application. Cheque(s) must be made payable to Bayview Glen Day Camp. Payment can also be made by Visa or Mastercard. A 2% processing fee will be applied. The deposit is not cashed until the camper is accepted.
4. Camper applications, a Family Information Form and a Payment Information Form must be completed in full, signed and dated, and accompanied by the deposit and balance of fees. Space is limited and applications will be accepted in the order they are received in the camp office. In order to ensure the utmost accuracy when processing applications, we prefer that forms be filled out online, via mail, courier or in person, rather than by fax.
5. Parents agree that BVG can collect, use, disclose and retain personal information as set out in their Privacy Pledge. BVG's Privacy Pledge and your consent apply to all the personal and financial information provided.
6. The Director reserves the right to refuse enrollment if in her opinion it is in the best interest of the camp.
7. Campers will not be admitted to camp until the balance of fees is paid for the specific period. Please choose one of the following methods of payment: (a) A deposit and post-dated cheque / Visa/Mastercard for the balance dated May 1, 2011. (b) A deposit and five post-dated cheques / Visa, January 15 to May 15, 2011. (c) A deposit and post-dated cheque /VISA/Mastercard for the balance dated December 1, 2010 (a 4% discount will apply). (d) Payment in full. (Fees for campers registered after May 1st must be paid in full upon registration.) A 2% fee will be charged to all families who choose to pay by credit card.
8. Camp fees include door-to-door transportation within our stated boundaries. Pick-ups outside of our boundaries may be able to be arranged and may require additional fees. Our fees also include lunches and snacks, daily towel service, BVG knap sack, camp T-shirt, camp DVD, group photo (if camper is registered and in attendance on the photo day which is scheduled once per month), cook-outs, barbecues, overnights and the regular camp program. Day Camp fees are not subject to G.S.T.
9. Someone must be available to receive the camper at the end of the day. In the event that either no one is available or the person is not recognized as someone previously documented as authorized to receive the child, including nanny, grandparents, neighbour) the child will be returned to camp, or, if possible will be returned home at the end of the route. Parents will then be responsible for a charge of \$25 to cover transportation, delays, and supervision costs.
10. The camp reserves the right to delay departures / hold our campers and staff safely indoors during severe inclement weather.
11. Written permission from parents is required for a camper to be dropped off at home without adult supervision. Children must be at least ten years of age and parents must accept responsibility for making adequate provision for the child's protection and care under the circumstances.
12. There will be no changes to the usual transportation arrangements, such as early pick-ups, bus changes, etc., unless they can be accommodated by the camp.
13. Children who are leaving camp by car must be picked up at their regular dismissal time (between 1:15 to 1:30 p.m. or 4:00 to 4:15 p.m.) Children who are not picked up on time will be brought to the Camp Office to await pick-up. For children picked up after this time, there will be a charge of \$25 per hour per child for the care of each child.
14. A 2% interest per month will be applied to any outstanding balance after May 1, 2011, or May 15, 2011, in the case of the monthly payment plan. NSF cheques and declined Visa/Mastercard payments are subject to a \$25 service charge and either cash or a certified cheque will be required for the outstanding amount.
15. Changes: will only be made prior to May 1, 2011, if these changes can be accommodated by the camp. Any requests for changes must be made in writing. There is a \$25 administrative charge for any changes to the dates of registration for an equal or greater number of weeks (i.e., different session) made for each registered camper. Any changes to the dates of registration to a lesser number of weeks will be considered a cancellation and subject to the \$195 cancellation fee.
16. Extensions: Parents of children who are not registered for the full 8-week session have the opportunity, if space is available, to extend their child's stay. There is no guarantee that there will be space to accommodate enrollment extensions. There will be a \$25 administrative charge and the cost of the additional session will be based on the cost of that specific additional session as outlined in the fee schedule.
17. Cancellation Policy: Your deposit and any payments made are refundable (less a service charge of \$195 per child) provided written notice is received prior to May 1, 2011. After that date there can be no refund of fees. In the event of cancellation, we do not apply deposits or fees to siblings.
18. Refund Policy: Days missed for any reason cannot be refunded. Days missed cannot be made up. Refunds are only possible in the case of illness of more than three consecutive camp days, under the conditions of our medical Tuition Refund Insurance Policy. No other refunds are possible.
19. Medical Tuition Refund Insurance Policy: Medical Tuition Refund Insurance is available at the time of enrollment for a premium of \$10 per week. This insurance covers against the possibility that a camper must withdraw from camp due to illness or injury. If a camper is absent from camp for more than three consecutive camp days, the plan will provide a proportional refund of camp fees for those days in excess of the three days. Refund requests must be made in writing to the Camp Administration and must be accompanied by a written confirmation from the child's Doctor. Refunds will be processed by the last business day of September. There will be no refunds given after May 1, 2011 if you do not have this insurance. If coverage is desired, please check the space provided on the Camper Application Form and add the correct premium to your deposit.
20. Camper Health Information and Consent Forms will be mailed to all registered campers. These forms must be completed by the parent or guardian and received by the Camp prior to June 1, 2011, or upon registration if after that date. No child will be permitted to participate in camp activities without a fully completed Health Form.
21. Changes often occur from the time of enrollment until camp begins, as well as throughout the child's stay at camp. It is the responsibility of Parents to notify the Camp Office of any changes in regard to their child's physical or emotional health, parent's marital status, change of address or any phone number or emergency contact changes.
22. The Camp is entitled to assume that the emergency contact/alternate pickup information ("designated individuals") provided in the Camper Information Form is acceptable to both parents unless a parent expressly advises the Camp in writing that they decline or withdraw their permission in respect of any designated individual. Parents are responsible for communicating this and all other relevant information to the other parent. Parents are responsible for providing the Camp with any court orders or other legal documents that a parent asserts limits the parental rights of the other parent. In asking the Camp to rely on any such documentation the requesting parent is thereby agreeing to release, indemnify and hold harmless the Camp from any claims by the other parent as a result of the Camp acting upon such directives. In the absence of appropriate legal documentation, where there is any dispute or conflict between parents as to permissible designated individuals, the Camp shall only accept persons as designated individuals who are mutually agreed between the parents. In the event that parents are unable or unwilling to efficiently and clearly identify designated individuals to the Camp and facilitate pick-up, drop-off and other arrangements, the Director may, in her sole discretion, determine that the Camper's session will be terminated, with or without advance notice. In such cases there shall be no reimbursement of fees.
23. While every reasonable effort is made to safeguard campers' belongings, the camp cannot be held responsible for the loss or damage of any of the campers' belongings while at camp including but not limited to eyeglasses, retainers, hearing aids, ear plugs, clothing, etc.
24. Campers with behavioral concerns may require additional supervision in order for them to safely remain at camp. If, in the opinion of the Director, a camper requires extra supervision, and it is reasonable and possible for the camp to provide this extra supervision, it is understood that this additional cost must be assumed by the Parents.
25. The Director reserves the right to terminate the stay of any camper if in the opinion of the Director it is in the best interest of either the child or the camp. In such an event, it is understood that at the discretion of the Director, either no refund or a proportionate refund, minus \$195 administrative charge may be made. A refund, if any, will be processed by the last business day in September.
26. Campers are expected to demonstrate basic respect for the dignity and rights of others. The Director reserves the right to implement an established process and/or suspend and/or terminate the stay of any camper, without refund, who violates the camper Code of Conduct based on the following guidelines: zero tolerance of physical or psychological abuse/bullying; respect for camp property and the property of others; behavior that requires supervision beyond a reasonable level
27. Parents agree to pay for any and all damages intentionally caused by their child to camp property and/or the property of others.
28. Parents agree to allow their child(ren) to participate in all camp activities, camp overnights and in any supervised activities or trips not on camp property.
29. The camp reserves the right to place each child in the swim level which we deem best suited to the child's capabilities.
30. While every reasonable effort is made to hire competent, experienced activity specialists for every activity listed in this brochure, the list is subject to change based on the availability of appropriate specialists.
31. Parents consent to the use by BVG of the registered camper in camp photographs, videos and new media.
32. Parents agree to give camp officials authority to act on their behalf in the case of an emergency.