

For a full description of Camp policies please request a family handbook.

**Payment**

The full payment is due May 15, 2019 for camp and two weeks prior to the start of vacation weeks. This may be waived if you have created a payment plan with the office staff. If you are utilizing a payment plan the final payment will be due the first day of the session.

**Payment Options**

You can pay online, over the phone or at the Boston Nature Center. Please make checks payable to: Boston Nature Center.

**Deposit**

We cannot process your registration and reserve a space for your child until a deposit has been received. A **nonrefundable** \$25.00 deposit/child/week is required to register and will be applied to your total tuition. The nonrefundable deposit cannot be transferred to another camper, family or camp location. Check your school calendar for conflicts before registering.

If the program you choose is full at the time your registration is received, we will contact you to see if you would like to choose a different week or be put on a waiting list.

**Sliding Scale and Financial Aid**

The sliding scale is available to all families. To use the sliding scale, pay only the deposit during registration. Complete the sliding scale application and provide documents that verify your income. You can do this any time before the full balance is due. To protect your personal information, fax and e-mail submissions of income forms are discouraged.

Additional financial assistance is available based on demonstrated economic need and available funds. Please call the Camp Director to request an application or download one at [massaudubon.org/campforms](http://massaudubon.org/campforms).

**Mass Audubon Membership Discount**

Mass Audubon members at the Family level or above receive a discounted rate. To qualify, your membership must be current through your camper's last session, and you must be the parent, grandparent, or legal guardian

of the camper being enrolled. Membership can be purchased or renewed at the time of registration.

**4 Weeks Maximum**

To ensure that many families have access to camp, registration for each camper is limited to 4 weeks per site (Mattapan & West Roxbury). If you register for more than four weeks at one site, we will contact you about the registration and a full refund will be given.

**Buddy Requests**

One buddy request per camper will be honored when possible. Both campers must be the same age. All buddy requests must be made in writing at least one week prior to the first day of camp. Please indicate on your registration form if you would like your camper to be placed with a friend of the same age.

**Refund and Cancellation Policy**

Camp and Vacation Week fees include a nonrefundable deposit. Refunds are not made for dismissal, failure to attend, absence or sick days. Please notify us of any cancellations as soon as possible. The camp fee, less the deposit, will be refunded if cancellations are received by May 15, 2019 or for vacation weeks two weeks prior to the start of the session.

If you are utilizing a payment plan, the camp fee, less the deposit, will be refunded if cancellations are received 2 weeks before the start of the session.

**Session Transfers**

Sessions transfer requests will be honored if there is space available and if a request is made at least two weeks prior to the session start date, after which time transfers are not permitted.

**Important Deadlines**

All camp forms, waivers, and the balance of your camp tuition are due by May 15 or for vacation weeks two weeks prior to the start of the session. If registering after May 15, payment in full is required and a specific camp form deadline will be set for you. A camper cannot attend camp and his/her spot is not guaranteed until all forms, waivers, and payments are completed (or a payment plan has been established).

**Health Forms**

Under Massachusetts state law, all campers must have a health form on file at least 24 hours before attending camp. This includes an immunization record signed by a physician. Health forms will be completed via CampDoc an on-line health care management system. You will receive an email from CampDoc to fill out your camper's health information. For any camper health questions or concerns please contact the Boston Nature Center.

**Medications**

Camp staff can only administer oral or topical medications with the exception of an Epi-pen.

Prescription medicine needed during camp hours:

- Must be listed on health forms.
- Must be in original containers
- Must have a pharmacy label

**THIS INCLUDES INHALERS AND EPI-PENS.**

Non-prescription medications needed during camp hours:

- Require a written note from the family
- Must be in the original container that includes the directions.

**Camper Requirements**

Due to the outdoor and exploratory nature of our camp program, campers must be able to move about on uneven terrain. Campers are expected to meaningfully participate in age-appropriate activities, including nature study. All campers must follow stated behavior expectations and safety rules. The camp director reserves the right to dismiss a camper when, in his/her judgement, the camper's behavior interferes with the rights of others or the smooth functioning of the group or activity, or violates the camp's behavior policy. In such cases no refunds will be provided.

If you have any questions regarding your child's ability to participate in our camp program, please contact the Camp Director.

**Transportation**

Drop-off time is between 8:30 and 9:30 am, and pick-up time is between 4:30 and 5:30 pm. We do not provide transportation to or from camp. Please list the people who are authorized to pick up your child on their health form.

Identification is required every time at pick-up.

**Early Pick-up & Late Pick-up**

To pick your child up camp, please notify us no later than morning drop-off. We cannot accommodate early pick-up at field trip locations.

Families that pick up children late will be given one warning before being charged the \$30.00 after care fee for the current week, with the exception of emergencies.

**State Licensing**

Camp BNC complies with regulations of the Massachusetts Department of Public Health (105 CMR 430) and is licensed by the local Board of Health. Copies of staff background check, discipline, healthcare, and grievance policies are available upon request.

**ACA Accreditation**

We are proud to be accredited by the American Camp Association. Developed exclusively for the camp industry, this nationally recognized program focuses on program quality and health and safety issues, and requires us to review every facet of our operation.

