

Maine Central Institute – Camp Policies – 2020

1. Each camper must have a **“Permission for Medical Treatment”** form on file or have completed the equivalent online form through the registration portal. This must be completed prior to attending the first day of camp. Campers without this form completed and signed will not be allowed to attend. The camp must be informed of all pertinent medical, behavioral, and emotional conditions that would affect his or her time at camp
2. Each camper **must** have a **“Maine Central Institute Release Statement”** completed and on file or have completed the equivalent online form, with the camp administrator. This allows the program to take pictures or video of the program for marketing or informational purposes. When such media is used no personal information will be provided about the campers other than their age.
3. Payment must be received with the completed registration form or online enrollment
4. **Program Cancellation:** If any week of camp or camp program must be cancelled due to insufficient enrollment or other unforeseeable circumstances, all camp tuition will be refunded.
5. **Camper Cancellation:** If a camper or camper’s family cancels their registration in the program, a 50% refund will be issued. No refund will be issued for cancellations that occur within 2 weeks of the start of the camp. If late cancellations can be filled by other campers Maine Central Institute will refund all but a \$35 administrative fee, but Maine Central Institute provides no guarantee of filling such openings. NOTE: refunds are based on the cost of the camp, not the amount deposited. If you made a 50% deposit and cancelled and were due a 50% refund, you would not be entitled to a refund. If a camper or camper family starts camp and chooses to not complete the camp there is no refund. We will also refund any registrations cancelled within 5 days of registration (less a \$35 administration fee).
6. **Camp Transfers:** At any time that a camper registration is transferred for one session of camp to another session of camp, the transfer will be accommodated without any penalty. Campers must be eligible to attend the other camp session and there must be a space in the session. You must contact the office to arrange for the transfer, it cannot be accommodated online at this time.
7. **Camper Behavior:** It is expected that all campers and staff behave with respect and appropriate behavior to others in the program. Under no circumstances will physical or verbal harassment or abuse be tolerated. If a camper creates an environment that is abusive to either other campers or staff, that camper will be isolated and the parents/guardians notified. If the problem cannot be appropriately addressed the camper will be removed from the program.
8. **Suspension and Dismissal Policy:**

The following will be considered grounds for suspension or dismissal

 - A. Failure to pay tuition
 - B. Continued disruptive behavior by the child after the parents have been consulted and appropriate measure have been taken to change such behavior
 - C. Repeated late pick up
 - D. Failure to provide essential emergency and medical information as required by the program
 - E. Deliberate destruction of property and material

9. **Food:** As part of the program fee, lunch will be provided for all campers. Boarding students will also have breakfast and dinner provided. It is very important that a camper has **food allergies** that this be communicated to the staff so appropriate steps can be taken to ensure a safe camp.
10. **Times:** The camps do not have penalty for late pick-up of campers, but it is expected that the parents/guardians pick up their child PRIOR to the end of the camp day. If a camper or camper's family abuses the pick-up time, the camp reserves the right to withdraw the camper from the program with no reimbursement of camp fees or tuition. No camper may be dropped off before the start time of camp.

Emergency Contact:

If a circumstance arises that requires you to contact the camp staff during the day you may contact the program administrator at (207) 355-1267. Each camp is held in different locations and parents/guardians should check with the staff on the first day of camp for a room phone number or cellular phone contact

Reporting Problems to the Camp Director:

To report problems with the camp, camp staff, or other issues; contact Scott Giallombardo at the address listed below

Scott Giallombardo

Director of Summer Programs
295 Main Street
Pittsfield, ME 04967

(207) 487-3355 ext. 190 - work

(207) 355-1267 - cell

sgiallombardo@mci-school.org