

## Directions to Register for Kids in the Woods Summer Day Camp

Below are instructions for registering on our online registration system, CampDoc. Each **bold heading** corresponds to a screen that you will see in CampDoc.

To register, go to: <http://app.campdoc.com/register/woods>

**You will need to create an account or sign into an existing account.**

### CREATE A PARTICIPANT:

1. **For Campers who do not yet have a profile. If you have registered with CampDocs before, please use the profile for your camper that is already created.**
  - Click New Participant
  - Complete the first page by entering your child/campers information, then click continue
  - This individual now has a profile that can be registered for camps. Click Register for new session after the profile is created. Or, you may click "Registration" below your child's profile.

### REGISTRATION:

1. **Registrations:**
  - Click "Register for a New Session"
  - Using the drop down menu, select the grade your child will be entering during the **fall of 2024** then hit continue.
  - Camp sessions will appear on the screen, group titles, age ranges, along with some information about the week, the price, the dates, and how many available spaces are left.
  - Select the camp week(s) of your choosing, then hit continue at the bottom of the screen.
2. **Add-Ons:**
  - Check the box for each time that you will need extended care. Extended care is offered the hour before camp starts from 8am to 9am and the hour after camp ends either 12-1pm or 3-4pm depending on the session. Extended care is \$8 per time slot, per camper. If you are registering siblings, you will need to select extended care for each of them.
  - If you decide to, you only need to select "New/Renewal Membership Fee" for one of the weeks of camp. **You need not select this option more than once, even if you are registering multiple campers or multiple weeks.**

### 3. Coupons:

- If you are a member of Friends of Reinstein Woods check your email for your membership coupon code or, call (716) 683-5959 to receive the membership coupon code to apply to one week of camp.
- Membership camp price is discounted by 10%.
- Select “Yes” underneath the question “Do you have any coupons”
- Type in the coupon code and click “Submit” and the membership discount will be applied to that week.
- If your camper is receiving a scholarship, follow coupon instructions in your scholarship acceptance email.

### 4. Protection Plan:

- This option is offered by CampDoc. Reinstein Woods does not receive any funds from it.
- This is not needed for kids to attend camp

### 5. Donation:

- Friends of Reinstein Woods offers scholarships to local students to attend summer day camp. If you would like to help send a child to camp, you can contribute to our scholarship fund here by entering a donation amount and then selecting continue.

### 6. Confirmation:

- Be sure to review the weeks you have registered for and all add-ons before paying.
- Payment must be made in full at the time of registration.
- The screen default is “credit card,” to pay with **credit or debit card**. You can choose to have the payment debited directly from your bank account by clicking on the gray “Bank Account” box.
- You can click “no” for “Allow organizations to use this payment method?” (Choosing “yes” means CampDoc will save your credit card information for future registrations).

## HEALTH PROFILE:

These forms must be filled out before camp starts or the child will not be allowed into camp. If you don't finish these forms when you register, CampDoc will send e-mail reminders to you. The due date for the Health Profiles 100% completion will be **TWO WEEKS BEFORE** your selected camp week starts. The Lockout date is the date when you can no longer make changes to your camper's health profile without confirmation from the Camp Director. The lockout date will be **ONE WEEK BEFORE** your selected week of camp starts. This date will also be listed. The Health Profile's main page displays this information as well as some tips. Click “Continue” at the bottom of the screen to start.

- 1) **General Information:** This is your generic contact information. Your email address and phone number are vital for communication. When this is completed, select next at the bottom of the screen.
- 2) **Drop-off/Pick-up:** Your child will **ONLY** be released at the end of each day to someone who is on this list. **We will need to see ID of the AUTHORIZED individual at pickup each day.** Fill out the information for the two drop off/pick up individuals. You can add up to 4 in CampDoc.
  - a. If there is expected to be more than four authorized pick-up people, **you will need to let the Camp Director know their name and contact information prior to camp starting or during camp drop off/pickup. For safety reasons, anyone who is not authorized and who does not have ID with them will not be allowed to pick up your child.**
- 3) **Emergency Contacts:** These will be the first two individuals to contact in case of an emergency at camp. You may add up to four.
- 4) **Allergies:** Please fill out this part in detail so we are aware of your child's allergies.
  - a. While camp staff members are certified in CPR/AED and First Aid, they are not certified to administer any medication including EpiPens and inhalers. If you have any questions about this please contact [campdirector@reinsteinwoods.org](mailto:campdirector@reinsteinwoods.org)
- 5) **Health History:** Please complete this part honestly so we may meet your camper's needs and give them the best camp experience possible. If your child has serious health issues, we recommend that you contact the camp director to discuss **prior** to registering. Camp staff are **not** permitted to administer any medication including EpiPens and inhalers.
  - a. While we welcome children with disabilities to participate in camp whenever we can accommodate them, please note staff are unable to provide one-on-one child care during camp activities. Please call 683-5959 x214 or send an email to [campdirector@reinsteinwoods.org](mailto:campdirector@reinsteinwoods.org) to discuss any accommodations or concerns with the Camp Director.
- 6) **Insurance:** Please fill in your insurance information and give your electronic signature below after reading underneath where it says **Parent/Guardian Consent.**
- 7) **Authorization:** Be sure to visit our website at <https://reinsteinwoods.org/camp> to **download and read the PARENT HANDBOOK.** This gives information on drop-off and pick-up times, what to bring to camp, etc. Underneath the handbook download, there is a dropdown menu for you to inform us how you heard of our Kids in the Woods Summer Camp.

Please then accept after reading underneath the heading **Parent/Guardian Consent**.

Please then accept or decline the model release. The acceptance of the Model Release allows us to include your child's photos in the summer camp photo album that gets sent to camp parents and assists us with camp advertising.

Finally, provide your electronic signature below.

**Still have questions? Call Reinstein Woods at (716) 683-5959 or send an email to  
[campdirector@reinsteinwoods.org](mailto:campdirector@reinsteinwoods.org)**