

Directions to Register for Kids in the Woods Summer Day Camp

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

Reinstein Woods utilizes an online registration system, CampDoc. Each **bold heading** corresponds to a screen that you will see in CampDoc.

For New Campers: Start Here

NEW 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 camper's 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.

For Returning Campers: Start Here

REGISTRATION:

1) **Registrations:**

- Select your child's profile
- Click "Registration"
- Click "Register for a New Session"
- 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 do not need to 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 the coupon code, or call (716) 683-5959.
- If you selected to become a new member, call (716) 683-5959 to receive the membership coupon code to apply to the first week of each child’s 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. **Membership discounts can be used toward one session per camper.**
- 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 with 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:

Once you have successfully registered for camp, your child's health profile must be completed. 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.

All health profiles must be 100% complete two weeks before your selected camp week starts.

You will receive reminder emails from the camp director if the health profile is not complete. 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.

Click "Continue" at the bottom of the screen to start.

1) General Information:

- This is your generic contact and camper demographic 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 up to four drop off/pick up individuals.
- 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:

- Add up to four individuals to contact in case of an emergency at camp.

4) Allergies:

- Please fill out this part in detail so we are aware of your child's allergies. Any questions or concerns should be directed the Camp Director.
- Please note, summer camp staff are not qualified to administer any medications, including epi-pens and inhalers. Campers must be able to self-administer these medications. Campers are not allowed to self-administer any other medications (Advil, Tums, Benadryl...)

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 medication.
- 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 childcare during camp activities. Please call 683-5959 x214 or send an email to 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:

- Please **download and read the Parent Handbook**. This gives information on drop-off and pick-up times, what to bring to camp, etc.
- Please then accept after reading underneath the heading **Parent/Guardian Consent**.
- 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.
- If you do not approve the use of camp-provided bug spray and sunscreen for your camper, you will need to send your child to summer camp with their own bug spray and sunscreen labeled with their name.
- Please then accept or decline the model release. The acceptance of the Model Release allows camp staff to take pictures of campers and assists us with camp advertising.
- Finally, provide your electronic signature below.

Still have questions? Call Reinstein Woods at (716) 683-5959x214 or send an email to

campdirector@reinsteinwoods.org