

Welcome and Announcements

Welcome! We are thrilled to provide our families with something that you have been asking for....Online Registration! Don't panic....there's plenty of help for you and once you get started, you'll love it. The best part is that next year you'll really love it because you won't have to start from scratch (like you do each year with a paper process). You'll just need to update the information you've already input this year! Camp will be here before we know it and we don't want your camper to miss out! Please don't wait to get the application done. If you need help or have questions, you can use the contact information in CampDoc for help from the CampDoc staff. They are the experts! The office would be happy to try to help as well but remember it is new to us too.

Once you complete the application, we will review it and place your camper in their week of camp. We will send you an email, at the email address you provide in the application, confirming registration and providing your check-in and check-out times for your week of camp. You may then login to CampDoc to begin completing the rest of your camp forms and download the physical form and whatever extra medical forms your camper may need. You can also begin making additional payments once you receive that email. We have chosen to use e-check for payments to save you additional costs for credit card processing that we would have had to pass on to the camper.

We **highly encourage** you to get your camper's physical as soon as registration is confirmed so you can meet the **firm paperwork deadline of April 15th**. Make sure you take the medication form and any additional forms pertinent to your camper's care (CPAP, Diabetes, or Tube Feeding) with you since all medical forms require your doctor's signature.

Covid protocols –We will make decisions about the need for any covid protocols in May. If we need to put any protocols in place, we will notify you via email. Please watch your email for information from campmillhouse@gmail.com. Be sure you provide a good email address in your camper's application.

Drop off & Pick up – We will continue to have drop off in the lodge and pick up in the circle driveway (unless there is a change due to Covid). All pick up times for weeks 1, 2, 4, 5, & 6 will be 2 p.m. Pick up time for week 3, 'One'derful week, will be 7 p.m. We will assess a **late departure fee** of \$25.00 for the first half hour after the stated pick-up time and \$20 for every 15 minutes thereafter. Please be on time as a courtesy to our staff.

~**Please remember** that we are an outdoor recreational facility and are not equipped to provide the necessary care for extensive medical needs that some campers may require. Camp Millhouse reserves the right to decline a camper due to extraordinary medical care or aggressive behavior. If you have any concerns, please call the office. Please note: 'One'derful Week is designed for those campers requiring one on one care as determined by Camp directors. Sports Week is designed for those campers who are independent with their daily living skills and who do not require one on one care. This week is all about sports-soccer, basketball, swimming, football, baseball and adventure challenge. During sports week, arts & crafts and music are replaced by a sport.

~**Refund policy for deposit:** a non-refundable deposit of \$200.00 is required at the time of registration to secure your camper's spot. Applications will not be processed without a deposit (for each week being requested). The deposit will only be refunded if we are not able to place your camper in a week of camp at the time of their original application. The balance of camp fees are due no later than April 15th. If you need financial aid, you will still need to pay the \$200 deposit and apply for financial aid for the balance of the camp fees.

~**Refund Policy:** Camp Millhouse should be notified immediately if a camper is unable to attend their registered session. No refund is issued for any cancellation after June 1st as camp has already allocated camper fee funds to salaries, program supplies for each camper and food for each camper. All fees (minus the non-refundable deposit) will be refunded **ONLY** upon receipt of a written request if cancellation is made: A) **in writing prior to June 1st**, or B) due to the camper's medical emergency (we will need a signed note from the physician). If your camper checks-in to camp on check-in day but then must leave at some point on that day or during the week for whatever reason, there will be no refund unless it was a medical emergency and confirmed via a doctor's written note sent to the Camp office. All refunds must be approved by the Camp Millhouse Board of Directors. This policy covers all camp fees – spring, summer and fall. Refunds will not be issued until the camp season is over.

~All camper belongings brought to camp should have the camper's first initial and last name written with permanent marker. This includes bedding, the outside of all luggage, clothes, and any other personal belongings. Please see the packing list for directions on how to pack your camper.

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~Check-in day: If your camper arrives with medication labels that do not match the medication form, medications are not in the original containers, they are missing medications listed on the med form, or bring additional medications that are not listed on the med form, or any other med issues that do not follow the Camp “Steps for Completing Med Forms” **YOUR CAMPER WILL BE SENT HOME** until all issues are corrected. Your camper will also be sent home if you have neglected to inform us of any hospitalization or procedures in the 60 days prior to camp, if the camper is found to have lice, or if we have not been informed of any behavioral issues. There will be no refunds. If you are able to get the issues corrected, your camper may return at **7 p.m. EST on Sunday or 10 a.m. EST on Monday**.

~Day camp will be offered during all regular weeks of camp. Ages for the day camp will coincide with the ages assigned for each regular week of camp. Day camp is designed for campers/parents who are not ready for an overnight stay, but would like to get familiar with Camp Millhouse and their staff. Arrival will be at 8:00 a.m. EST each weekday and departure time will be set based on a mutually agreed upon time. Meals are provided. See the application for registration. **Camper should still attend check in on Sunday.**

~**All camper belongings brought to camp should have the camper’s first initial and last name written with permanent marker.** This includes bedding, the outside of all luggage, clothes, and any other personal belongings. Please see the packing list for directions on how to pack your camper. Camp Millhouse is not responsible for lost clothing or items. Send enough clothing to last the entire week as laundry will be done on an emergency basis only. Our staff will bag any wet clothes in trash bags before placing in the laundry bag. Otherwise, ALL of your camper’s laundry will be placed in one laundry bag only. ****Campers must supply their own towels, sheets, pillow(s) and toiletries. Anything bedding or toiletry items they need at home, they need at camp. Please do NOT send sleeping bags or large blankets. Camp Millhouse does not provide toiletries. See the packing list on CampDoc.**

~ An important part of the camp experience is encouraging our campers to build independence. We find that phone calls from home are both disruptive to their day and can cause or increase home sickness. We ask parents to trust that your camper is having a great time -“**No news is good news**”. If campers ask to call home, we always allow them to do so at designated times (after lunch and after dinner or evening program). Be assured we will call you if there are any issues, if the camper asks, or if we think it would be helpful for any reason.

~Your camper should not bring any electronic devices (cameras, phones, iPads, iPods, radios, hair dryers, etc.) unless they are a part of a communication device, behavior plan, or required for bedtime routine (which should already be noted in the application). Camp Millhouse is not responsible for lost or stolen items. Please refrain from sending cameras (or any valuable items). We have a staff person specifically designated to take pictures. Those photos are posted to our Facebook page for you to view and save to print.

~ The only food we are allowed to accept at camp is food that is required for special diets. **Please do not send regular snacks with your camper unless they are required for health reasons.** All food brought to camp must be brought into the lodge at registration to be kept in the kitchen. No food will be allowed in the cabins. A doctor’s note may be required for proof of medical necessity.

~Do not bring any perfume or cologne as it has negative effects on some campers & staff. Also, please leave all jewelry at home.

~**PLEASE NOTE: The first medication pass on check-in day (Sunday) isn’t until 5:30 p.m. If your camper requires medication before that time, you are responsible for giving them the medication.**

We look forward to seeing you all very soon! Please call us with any questions. ~ Diana and Melissa