



"REGISTRATION" Header Instructions:

(R 3.15.18)

REGISTRATION INSTRUCTIONS:

***REGISTER ONE CHILD AT A TIME.**

1. **STEP ONE:** Select a Camp
 - a. Choose desired PROGRAM, DATES and SCHEDULE.
See below for options:
 - i. **PROGRAM OPTIONS:**
 1. [Weekly Camps: Early Bird Discount](#) (8 weeks or more; must register & pay before 5.1.18) – Code: EBD
 2. [Weekly Camps - Full Summer](#) (8 weeks or more) – Code: FS
 3. [Weekly Camps/Individual Weeks](#) – Code: WKLY
 4. [5-Day Pass](#) (must add 5 days to your cart before checking out) – Code: 5-DP
 5. [Single Day Passes](#) – Code: DLY
 6. [L.E.A.D.E.R. Program](#) – Code: LDR
 7. [Team Member](#) – Code: TM
 8. [KC Team – Daily Pass](#) – Code: KCT
 - ii. **CALENDAR OPTIONS:**
 1. *Our summer date choices are set up like a calendar.
 2. Choose the particular days/dates you are interested in attending from our calendar options.
 - iii. **SCHEDULE OPTIONS:**
 1. Choose schedule option for each day/week.
 2. Options:
 - a. "B-4 Care" (hours from 7:30 a.m.–9 a.m.)
 - b. "@ Care" (hours from 4:00p.m.–5:30 p.m.)
 - c. "B-4 & @ Care" (a combination of both)
 - iv. Add each of the choices to your cart.
 - v. View your cart and make any adjustments or changes as needed.
 - b. Enter Attendee Information
2. **STEP TWO:** Personal Information
3. **STEP THREE:** Camp Overview - Our CAMP OVERVIEW is a document that relays the overall structure and format for our camp. We require that ALL parents, guardians, staff, campers and others involved with our camp read this thoroughly before attending camp or sending someone to camp.
 - a. Click on [CAMP OVERVIEW](#).
 - b. Read through thoroughly.
 - c. Check the box to show that you have read, understand and agree to our CAMP OVERVIEW.
I have read, understand and agree to the [CAMP OVERVIEW](#).*
 Agree
4. **STEP FOUR:** Policies and Procedures - Our POLICIES AND PROCEDURES were created as a way to communicate specifics about our camp so that we can be transparent about our culture and expectations. A lot of frequently asked questions are housed within. We require that ALL parents, guardians,

staff, campers and others involved with our camp read this thoroughly before attending camp or sending someone to camp.

- a. Click on [POLICIES AND PROCEDURES](#).
- b. Read through thoroughly.
- c. Check the box to show that you have read, understand and agree to our POLICIES AND PROCEDURES.

I have read, understand and agree to the [POLICIES AND PROCEDURES](#).*

Agree

5. **STEP FIVE:** Release of Liability - We require that ALL parents, guardians, staff, campers and others involved with our camp read, understand and agree to this thoroughly before attending camp or sending someone to camp.

- a. Click on [RELEASE OF LIABILITY](#).
- b. Read through thoroughly.
- c. Check the box to show that you have read, understand and agree to our RELEASE OF LIABILITY.

I have read, understand and agree to the [RELEASE OF LIABILITY](#).*

Agree

6. **STEP SIX:** Required Forms

➤ PLEASE NOTE: Each of the REQUIRED FORMS MUST be completed electronically, printed, signed and returned to us via one of two ways as noted below!!!

- **We need to be able to readily decipher the information and it is difficult to translate handwriting even if it is neatly written!**
- **We do not want to guess about anything and need to easily read the contact information and phone numbers in case of an EMERGENCY!**
- **CAMPERS CANNOT ATTEND CAMP BEFORE ALL FORMS ARE COMPLETED IN FULL.**

- a. Click on [REQUIRED FORMS](#).
- b. Read through thoroughly, complete each form electronically, print out a hard copy and sign all areas where indicated. The forms are as follows:

i. FORM A₁₈:

1. ARRIVAL AND DEPARTURE PROCEDURES
2. AUTHORIZED PICK-UPS
3. EMERGENCY CONTACTS

ii. FORM B₁₈:

1. HEALTH INFO
2. CONSENT FOR MEDICAL TREATMENT

iii. FORM C₁₈:

1. CODE OF CONDUCT
2. POLICIES & PROCEDURES
3. RELEASE OF LIABILITY

iv. FORM D₁₈: MY CAMPER PROFILE

v. FORM E₁₈: BLACK RHINO LASER TAG

- c. Check the box to show that you have read, understand and agree to our REQUIRED FORMS.

I have read, understand and agree to the [REQUIRED FORMS](#).*

Agree

d. Check the applicable box so that we will know which one of the two ways you will be sending the forms to us.

Agree – I agree to electronically fill out and email the [REQUIRED FORMS](#) to rhoda_derose@comcast.net (please note there is an _ between the a and the d).

Agree – I will electronically complete each of the REQUIRED FORMS, place the forms in an envelope clearly marked “TO: RHODA DEROSE/Kidz Camp Forms” and drop off at the following address:

HERITAGE HILLS ATHLETIC CLUB
2810 East Prospect Road
York, PA 17402

7. **STEP SEVEN:** Pay for your selections.

8. **STEP EIGHT:** Further details -

a. Pull a copy of the birth certificate for each child so that you have for the “Parent/Camper Meeting and Orientation” to show your camper(s) proof of age.

b. **Read thoroughly through the on-line “CAMP OVERVIEW”, “POLICIES/PROCEDURES” and the “REQUIRED FORMS” (especially the “Code of Conduct”) with your camper(s) and other parents/guardians.**

*We want your camper(s) to be aware of who you are permitting to pick them up each day, our drop off procedures, etc.

c. Within 24 hours you will receive follow up confirmation regarding your registration. You will also receive additional information that we might have for you via email prior to the start of camp. Information regarding our “Parent/Camper Meeting and Orientation” will also be sent to you.

d. If you have ANY questions, at any time, please DO NOT hesitate to email me at 717.324.0709 or rhoda_derose@comcast.net.

[CLICK HERE TO register.](#)