

CYC 2019
Parent - Camper Registration
Information Packet



Chinese Youth Camp 2019
Sunday, July 21st – Saturday, July 27th, 2019
McNeese State University

REGISTRATION PROCESS

Registration for Houston Chinese Youth Camp is a three-step process. **ALL THREE** steps must be completed before your child's registration is considered complete.

Step ONE: Read this information packet and Complete the TWO Waiver Forms (attached at the end of this packet). ***NEW***: In order to efficiently submit your registration form within Step 2, we recommend that you download these waiver form files in order to fill out ahead of time. **The new registration form (Step 2) requires a file upload to complete registration.**

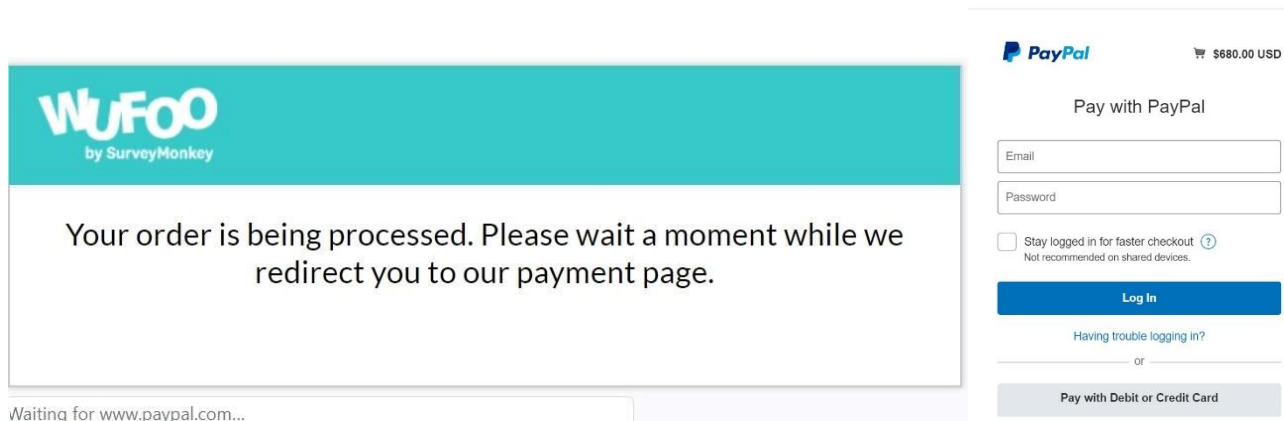
- [Release, Waiver and Indemnification Agreement](#)
- [Medical Authorization Form](#)

Step TWO: Complete the online registration form. The online registration form will open on **Saturday, February 16, 2019 at 10AM**. Each child will need an individual registration form, waiver forms, and payment. Completed registrations are non-transferable. This form will take approximately 20 minutes to complete and will require the following information:

- **Camper Information** (Name, DOB, Phone Number, Email, Grade, Language Proficiency)
- **Camper Medical Information** (Allergies, Medical Conditions, Prescriptions, Insurance)
- **Parent/Guardian Information** (Name, Phone Number, Email, Address, Language Proficiency)
- **Emergency Contact Information**

Please note: It is **VITAL** that **camper information** be input accurately as groups are based on these factors. Any inaccurate information leading to the rework of groups or dorm assignments will **incur a \$100 fee to attend camp**.

Step THREE: Complete PayPal payment. Once the online registration form is submitted, you will be redirected to the payment page. Please do not close out of your browser or window. An account is not required to pay through PayPal – you may pay with credit or debit cards (see image below).



Registration Acceptance: You will receive a confirmation email **within 7 business days** from our Registrar. If you have any questions that cannot be answered by this packet or our website, please email registrar@houstoncyc.com. **Phone calls and text messages will not be answered** as our volunteer staff does not have the capacity to do so.

REGISTRATION FEES

| Date | Registration Period | Registration Fee (a) | Bus Fee(b) | Camp Fee Refund Policy |
|--------------------------------------|---------------------|----------------------|------------|---|
| February 16th until maximum capacity | Registration | \$630 | \$50 | Full Refund less \$20 Processing Fee (c)(d) |
| July | No Registration | Registration Closed | | No Refund (d) |

- (a) **REGISTRATION FEE:** Incomplete applications, i.e., forms or fees not received will be moved to the wait list. CYC reserves the right to move a camper from the registration process and into the wait list at the discretion of the CYC Registrar based on time elapsed between incomplete steps.
- (b) **BUS TRANSPORTATION:** Transportation fees from **Collins Elementary School (9829 Town Park Dr, Houston, TX 77036)** to camp are \$50 per camper, first come first serve. This service must be pre-paid at the time of registration. Bus fees are non-transferrable. Transportation will leave Collins Elementary School as early as 9:00am. Any camper who is late or misses their assigned bus will need to arrange for their own transportation. **This service is not round-trip. Parents are required to pick their child up from the university at the conclusion of camp.**
- (c) **REFUND POLICY:** Eligibility for any refund of fees is based on the date in which CYC is notified of such intent instead of the date of your original registration. Please email **BOTH** registrar@houstoncyc.com and finance@houstoncyc.com to request any refund of fees.
- (d) **MEDICAL REFUND:** If your child is unable to attend camp due to medical reasons, a full refund of the registration fee will be issued up until the day prior to camp if accompanied by a physician's note. For campers discharged from camp due to medical reasons, a pro-rated refund will be issued within 30 days per our medical discharge policy.

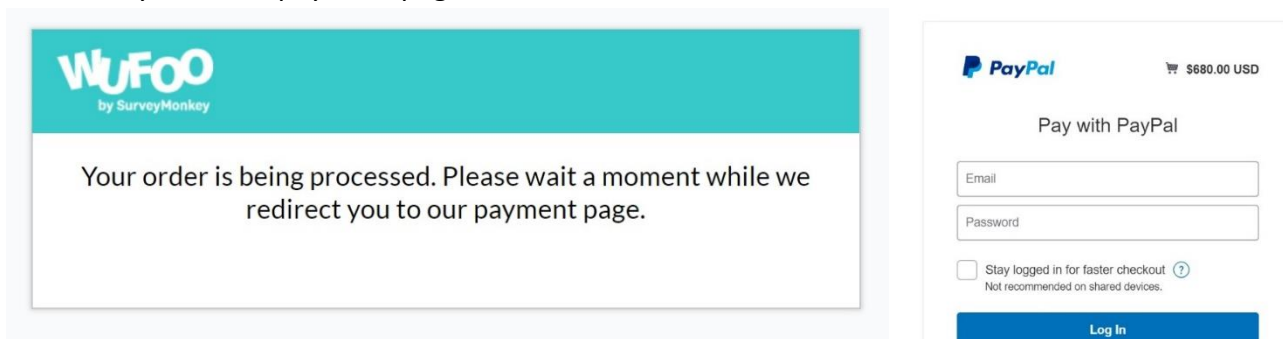
FINANCIAL AID SCHOLARSHIPS

Houston Chinese Youth Camp also offers a Financial Aid Scholarship that may be available to those campers who demonstrate that their family income falls at or below the levels indicated by the chart below. Please see the Financial Aid Application for more information.

| <i>Family Size</i> 家庭人數 | <i>Family Income</i> 家庭總收入 |
|----------------------------|-------------------------------|
| 2 | ≤ \$33,820 |
| 3 | ≤ \$42,660 |
| 4 | ≤ \$51,500 |
| 5 | ≤ \$60,340 |
| 6 | ≤ \$69,900 |

PAYMENT POLICY

We are only accepting PayPal (Credit/Debit cards) as a valid form of payment. An account is not required to pay through PayPal – you may pay with credit or debit cards (see image below). After signing the Waiver Forms, follow the instructions to complete your payment. See screenshot below as the website will redirect you to the payment page.



Above: Once the online registration form is submitted, Wufoo will redirect you to the payment page. Please do not close out of your browser or window.

Right: Use a credit or debit card to complete your child’s payment. The total fee will be displayed in the top right corner.

Please note: Completed applications which include the registration, waiver forms, and paid fees are **non-transferrable**.

REFUNDS

Please refer to the table under Registration Fees for details concerning Houston CYC’s refund policy. Eligibility for any refund of fees is based on the date in which CYC is notified of such intent instead of the date of your original registration. Please email **BOTH** registrar@houstonscyc.com and finance@houstonscyc.com to request any refund of fees.

WAIVER FORMS

Houston Chinese Youth Camp requires **two** waiver forms for all camp attendees. This includes a [Release, Waiver and Indemnification Agreement](#) and a [Medical Authorization Form](#). These waiver forms are available on our website online and will need to be uploaded to the online registration form (Step 1).

VERY IMPORTANT REMINDER

Completing STEP TWO (the online registration form) and STEP ONE (Waiver Forms) without STEP THREE (PayPal) **will not secure your position at camp**. You **must** complete the Waiver Forms and your payment to hold your spot in our registration.

You will receive a confirmation email **within 7 business days** from our Registrar. If you have any questions that cannot be answered by this packet or our website, please email registrar@houstonscyc.com. **Phone calls and text messages will not be answered** as our volunteer staff does not have the capacity to do so.

CYC RULES, POLICIES AND REGULATIONS

Parents please go over the following Camp Rules, Policies and Regulations with your son or daughter. They will be expected to know and follow these rules during camp.

General Rules

- No camper can be admitted to the camp if he or she is ill. The registration fee is fully refundable up until the day prior to camp with physician's written document.
- Follow campus policies.
- Follow instructions given by camp staff. In case of emergency, report to staff immediately.
- Be prompt and present at all scheduled camp activities.
- Stay within camp site or assigned locations. Absolutely no leaving from camp without written consent of the camp staff.
- Wear camp provided shirt and name tag at all times. No alteration or marking to shirt is allowed.
- Camper will be dismissed if he or she disrupts the order or endangers the safety of the camp, and the parents will be responsible for picking him or her up.
- Smoking, consumption of alcoholic beverages, and drugs are strictly prohibited.
- No gambling, fighting, or carrying of dangerous objects (fireworks, firearms and knives) is allowed.
- All trash has to be disposed properly.
- No sandals or slippers allowed except in the dormitory and dances.
- Treat all other campers, counselors, and staff members with respect and courtesy. Any bullying or misconduct will not be tolerated.

Dormitory Rules

- Visitation by campers of the opposite sex is strictly prohibited. There is a zero-tolerance policy; campers who violate this policy will be expelled from camp.
- Roommate requests are not allowed.
- Keep rooms and facilities clean and tidy. Camp staff will conduct daily inspections, and warnings will be issued for violations.
- Curfew is strictly observed. Room check will be conducted by staff after curfew.
- No room or bed switching. Be considerate. Do not make noise.

Classroom Rules

- Maintain order. Follow teachers' instructions. Do not wear hats during class.
- Keep classrooms clean. Do not create noise in the hallways.
- No cellular phones, mp3 players, or electronic devices are permitted during class.

Dining Hall Rules

- Stay in line to get food. Be courteous and helpful to younger campers.
- Only take what you can eat, and eat what you take.
- Keep the dining hall clean, and clean up after yourself.

Check-out Rules

- Parents will be responsible for picking up their camper who becomes ill, is injured, has problems adjusting to camp life, or violates camp rules and is dismissed by the camp staff.
- Except for the above conditions, no early dismissal is allowed unless notification is made prior to camp. All campers are required to attend the closing ceremony. Parents are responsible for picking up their camper at the end of camp.
- Parents will be liable for any damages caused by their camper.

FINAL CHECKLIST

- Read and understood Registration Information Packet
- Completed and submitted Waiver Forms
- Completed online registration form
- Completed payment via PayPal (Credit/Debit cards).

Thank You! If you have completed all of the above tasks, you will receive confirmation of your fully completed registration within **7 business days**. If you have any further questions, please read through our [FAQ page](#).

If you do not receive your confirmation within 7 business days, please contact us at registrar@houstoncyc.com. During this period, if you have any questions that cannot be answered by this packet or our website, please email registrar@houstoncyc.com. **Phone calls and text messages will not be answered** as our volunteer staff does not have the capacity to do so. Thank you for your understanding and patience while we work hard to create the best possible experience for your child.

Wait List Information

To ensure safety and the optimal camper experience, **CYC Registration will close once we hit maximum capacity**. At that time, the Wait List form will be made available on our website.

We encourage all campers to sign up for the Wait List Form ASAP. The Wait List Form is on a first come, first serve basis. As spots open up, campers at the top of the wait list will be given further instructions via email to submit the Waiver Forms and complete payment. You will have **7 days to complete both steps** before you forfeit the opportunity to register.

Lastly, we're sorry to hear you missed registration! Spots do become available when a registered camper can no longer attend camp. However, as we do not control when/if this happens, please do not call or email staff regarding your status. Once it is likely that spots will not open, we will contact those remaining on the waitlist via email. Thank you for your understanding.

**Houston Chinese Youth Camp
Release, Waiver and Indemnification Agreement**

I, being the parent or legal guardian of _____ (the "Participant"), in consideration for being allowed to continue his or her participation at Houston Chinese Youth Camp and engage in the activities related to being a participant (the "Activities"), I hereby freely, voluntarily, and without duress execute this Release, Waiver of Liability and Indemnification Agreement (the "Agreement") on behalf of myself and the Participant, under the following terms:

Release and Waiver: I hereby release and forever discharge and hold harmless Chinese Youth Camp, Inc. and its officers, directors, volunteers, board, or agents (collectively "CYC") from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which may arise or may hereafter arise from my participation in CYC Activities. I understand that this Agreement discharges CYC from any liability or claim that I may have against CYC with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my participation in this year's CYC Activities, including harm resulting from my own negligence or the negligence of other participants. I also understand that CYC does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance. I enter into this agreement for myself, as well as for my heirs, assigns and legal representatives.

Indemnification: I agree to indemnify and defend CYC and hold them harmless from any and all claims, causes of action, damage judgments, costs or expenses, including attorney fees which in any way may arise from my participation in CYC Activities which includes but are not limited to damages too destruction of property, injury, death or any liability arising from the acts or negligent acts of myself.

Acknowledgement of Policies and Procedures: I acknowledge that I have read, know, and agree to all of the policies and procedures relating to my participation in this year's CYC Activities. I understand that the safe and proper use of all facilities, equipment or participation in the Activities is dependent upon carefully following these policies and procedures.

Assumption of Risk: While CYC makes every effort to make its Activities as safe as possible, I understand that CYC Activities may include activities that may be inherently hazardous. I agree to allow myself to participate with full knowledge of the dangers and potential injuries involved. I hereby expressly and specifically assume the risk of injury or harm and releases CYC from all liability for injury, illness, death, or property damage resulting from my participation in this year's CYC Activities.

Payment for Damages: I agree to pay or reimburse CYC for any and all damages to any property caused by myself, negligently, willfully or otherwise.

Photographic Release: I hereby grant and convey onto CYC sole and exclusive ownership of any intellectual property rights, in any and all photographic images and video or audio recordings made by CYC of me during my Activities with CYC, including, but not limited to, any royalties, proceeds, or other benefits derived from such images or recordings. I further grant an irrevocable, freely transferable, royalty free license to CYC for any images or recordings I may take during my Activities with CYC.

Arbitration: I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas, and that this Agreement shall by governed by and interpreted in accordance with the laws of the State of Texas. I agree that if there is any dispute with CYC, it will be resolved by binding arbitration in the State of Texas, based upon the rules of the American Arbitration Association and Texas law.

Jurisdiction: This Assumption of Risk, Waiver, and Release from Liability shall be governed in all respects by the laws of the State of Texas. The parties agree to use the State of Texas for Jurisdiction and Harris County, Texas as Venue for any disputes between the parties related to this Assumption of Risk, Waiver, and Release from Liability.

Severability: I agree that in the event that any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Agreement which shall continue to be enforceable.

Executed on the _____ day of _____, 2019.

CYC Parent or Legal Guardian Signature

Printed Name

**Houston Chinese Youth Camp
Medical Authorization**

I, the undersigned parent or legal guardian of _____ (the "Participant"), do hereby authorize Houston Chinese Youth Camp and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment to be rendered to him or her upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

Executed on the _____ day of _____, 2019.

CYC Parent or Legal Guardian Signature

Printed Name

ALLGERGIES, MEDICATION AND OTHER MEDICAL CONDITIONS

Known Drug and Food Allergies:

Known Medical Conditions:

Current Medications Taken (include drug name, dose, and frequency):

EMERGENCY CONTACT INFORMATION

Parent Home Number: _____

Parent Cell Number: _____

Parent Alternate Number: _____

Alternate Contact Person: _____

Phone Number: _____

Medical Insurance Provider: _____

Policy and Group Number: _____