

CYC 2020
Parent - Camper Registration
Information Packet



Chinese Youth Camp 2020
Sunday, July 26th – Saturday, August 1st, 2020
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 THREE Waiver Forms (attached at the end of this packet). 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 2020 Registration Form (Step 2) requires a file upload to complete registration.**

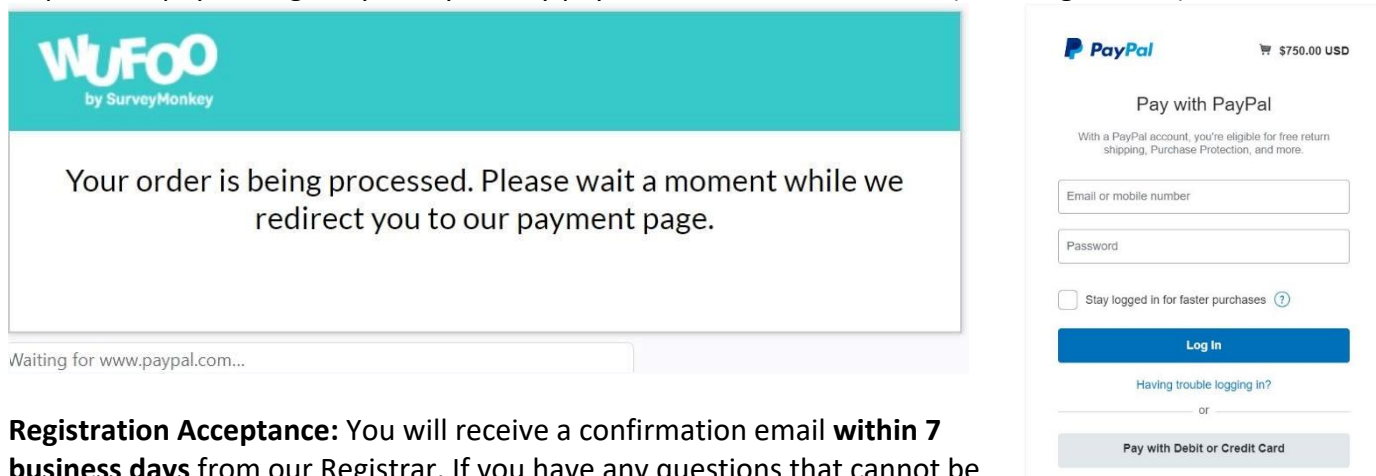
- [Release, Waiver and Indemnification Agreement](#)
- [Medical Authorization Form](#)
- [Immunization Certification](#)

Step TWO: Complete the online registration form. The online registration form will open on **Saturday, February 29, 2020 at 10AM CST**. Each child will need an individual registration form, ALL waiver forms, and payment. Completed registrations are non-transferable. This registration 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).



The image shows a split-screen view of a payment process. On the left, a teal header with the Wufoo logo (by SurveyMonkey) is above a white box containing the text: "Your order is being processed. Please wait a moment while we redirect you to our payment page." Below this is a browser status bar that says "Waiting for www.paypal.com...". On the right, the PayPal payment page is visible. It features the PayPal logo and a shopping cart icon showing "\$750.00 USD". The heading is "Pay with PayPal". Below this, it says "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password". A checkbox option "Stay logged in for faster purchases" is present. A blue "Log In" button is at the bottom of the login section. Below the button, it says "Having trouble logging in?" followed by "or" and a link. At the very bottom, there is a button labeled "Pay with Debit or Credit Card".

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 16 th - April 30 th (or maximum capacity is reached)	Registration	\$700	\$50	Full Refund minus \$20 Processing Fee (c)(d)
May – 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 **Houston, TX** 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 Houston, TX 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. ****NEW: Bus Pick-Up Location will be announced with the Camper Information Packet.**
- (c) **REFUND POLICY:** Eligibility for any refund of fees is based on the date in which CYC is NOTIFIED of such intent, not 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.

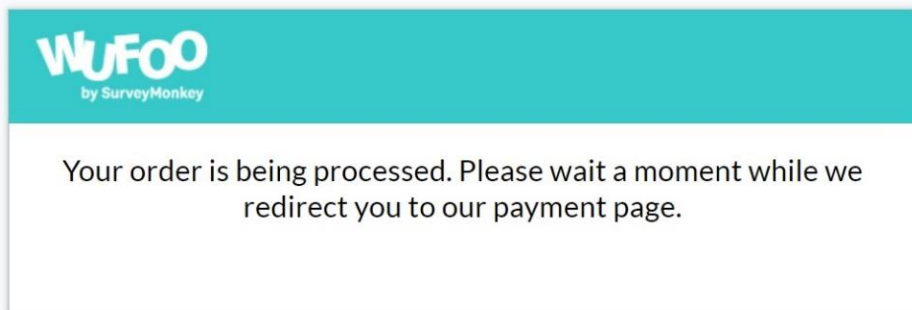
FINANCIAL AID SCHOLARSHIPS

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.

Family Size 家庭人數	Family Income 家庭總收入
2	≤ \$34,480
3	≤ \$43,440
4	≤ \$52,400
5	≤ \$61,360
6	≤ \$70,320

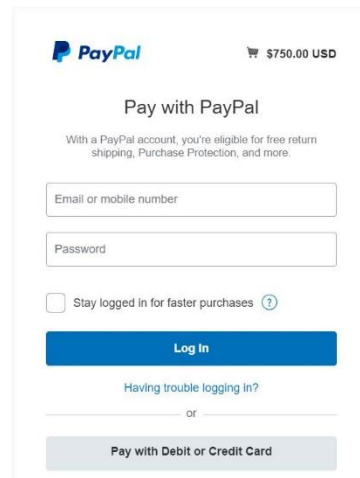
PAYMENT POLICY

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 submitting your registration form, please follow the instructions to complete your payment. **DO NOT CLOSE OUT YOUR WINDOW.** 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, not 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 **three** waiver forms for all camp attendees. This includes a [Release, Waiver and Indemnification Agreement](#), a [Medical Authorization Form](#) and an [Immunization Certification](#). 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 child/children. They will be expected to know and follow these rules during camp.

General Rules

- No camper can be admitted to the camp if they are 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 is allowed 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 they disrupt the order or endangers the safety of the camp, and the parents will be responsible for picking them 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.
- Parents are not allowed to visit over the duration of camp to ensure the safety of all campers, counselors, and staff.

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.
- **Do not press any buttons inside the rooms or adjust the thermostat without adult approval. Doing so may alert the campus and city police to arrive on campus in emergency protocol.**

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, electronic devices, audio devices, or speakers 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 complete payment and registration. You will have **3 days (72 hours) 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.