

Circle Six Children's Camp 2020 Registration Procedure

Prior to Camp:

1

Group Registration Form and Deposit

Send (either by mail or online) a **NON-REFUNDABLE** deposit of \$50 per camper/sponsor with Group Registration Form to reserve spaces. These spaces will only be reserved until the registration deadline (**June 30th**). After this deadline, the cost per camper will go up to \$90 and space will only be available on a "first-come, first-serve" basis. Spaces are reserved by sending in deposits, but students are not **REGISTERED** until a parent or legal guardian fills out a personal registration form for that student online. They must do this by the dates above to stay at \$70 general registration cost.

After we receive your Group Registration Form and deposits, you will receive a confirmation letter by email from Circle Six. This confirmation will contain information necessary for individual online registration.

2

Individual Online Registration

Instructions for this process will be sent to the group leader after the deposit is received. To secure those spaces, which have been reserved for your group, fill out a Camper Registration Form for each camper and sponsor attending. **Parents of individual campers will be able to go online to register by filling out this form separately.** It is also important to know that a parent or legal guardian **MUST** fill out this form on behalf of the camper. A minor (person under age 18) is not eligible to do so.

3

To bring with you to camp:

- **Finale Camp Payment:** We will only accept a church check, money order, cash or combination of these three. **NO PERSONAL CHECKS.** (Please use the Payment Worksheet to confirm the total amount owed).

- **Ministry Agreement Form**

- **Background checks and training for all sponsors:** Each and every sponsor attending with your group **MUST** have all three of the following items:

1. Sex Offender Registry - <https://records.txdps.state.tx.us/SexOffenderRegistry/Search> -

Each sponsor must have documented search with "no results found" printed from this website. Any result from this search will disqualify this adult from serving as a camp sponsor. These Check must be run ANNUALLY.

2. Criminal History Check - The church must perform and present a background check for each sponsor attending camp. There are several criminal history background check sites available from insurance companies or other organizations. If your church uses one of these you can do a background check there. This can also be obtained for a fee from <https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>. Certain convictions will preclude an adult's eligibility as a sponsor. From the Texas Youth Camp Code, Subchapter B, Rule 265.12:

"Youth camps shall not employ paid or unpaid staff members or volunteers at a youth camp, or permit any person to have unsupervised contact with campers other than their own children if the person has the following types of criminal convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or 42.072 (Stalking) of Title 9, 15.031 (Criminal Solicitation of a Minor) of Title 4, 38.17 (Failure to

Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under federal law.”

We prefer that you do these searches yourself, as the first day of camp is very hectic. Please make every effort to do so. If these searches are not completed before attending camp, there will be a \$15.00 charge for each search run by Circle Six personnel. These checks must be run ANNUALLY.

3. Abuse Prevention Training - This curriculum is available on the Circle Six website. It can be provided to you by Circle Six in DVD form if requested. The group leader will be responsible for scheduling a training for all sponsors and bringing a current certificate of completion to camp. This training is valid for 2 years.

Upon Arrival:

Report to registration in the Annex - only one person should enter to register your group.

Turn in required paperwork and medication:

- Finalize Camper and Sponsor list with Circle Six staff

- Please make sure when you arrive that you have an accurate count and list fo attending students and leaders.

- Ministry Agreement for Sponsors (Included in the packet)

- Please make sure this is signed by BOTH the group leader AND lead pastor of your church.

- Sponsor Documentation

- Please make sure each adult leader has a PRINTED copy of a background check, a sex offender check and proof of Child Protection Training. These printed copies will need to be turned in to Circle Six staff at registration.

- Final Camp Payment

- Use the Payment Worksheet (included in this packet) to calculate amount due.

- Bring a copy of this completed worksheet with final payment.

- Medication

- The camp nurse will be present at registration to receive medication.

- Instructions for medication can be found on the individual registration form (online).

- A reminder and more detailed instructions will be emailed to parents and to the church group leader as your camp date approaches.

Receive Items Need for Camp:

- Lodging assignments

- Meeting space assignments

- To be used for church group times

- Camp booklets

- Name Tags