

# Circle Six Children's Camp 2023 Registration Procedure

## Prior to Camp:

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### **Group Registration Form and Deposit**

Send in a CHURCH check by mail, with your **NON-REFUNDABLE** deposit of \$25 per camper/ sponsor after filling out the Group Registration Form online. Parents or legal guardians of students and the sponsors must fill out the Individual Registration Forms before midnight on **May 22**, or else their deposit and spot are lost. Spaces are reserved by sending in deposits, but students are not REGISTERED until a parent or legal guardian fills out the Individual Registration Form online. No campers/sponsors can be added after May 22nd.

Substitutions of the same gender will still be allowed for a \$25 fee. Substitutions must register online, **and** in the comments of the online registration, name the individual being subbed for. No substitutions closer than two weeks to the start date of the camp. **ABSOLUTELY NO ADDITIONS AFTER MAY 22ND.**

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.

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### **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.

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### **To bring with you to camp:**

- **Final Camp Payment:** We will only accept a church check, money order, cash or combination of these three. NO PERSONAL CHECKS.
- **Church Letter of Recommendation**
- **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 from <https://publicsite.dps.texas.gov/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) excluding a Class C misdemeanor under §22.01 (Assault), 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 \$30.00 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. 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. A copy of this certificate must be provided each year.

### **Upon Arrival:**

Report to registration in the Auditorium - 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 of attending students and leaders.

**- Church Letter of Recommendation**

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

**- 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**

- A invoice with your total will be sent prior to your arrival at camp please notify the office if you need changes or if it has not arrived at the following programming@circlesixcamp.org or by calling 432.458.3467

**- Medication**

- The camp nurse will be present at registration to receive medication.
- Instructions for medications can be found on the camp website
- All medications must be in their original containers and come with a completed medication administration form.

**- Receive Items Needed for Camp:**

- Lodging assignments
- Meeting space assignments
  - To be used for church group times
- Camp booklets
- Name Tags
- Welcome Bag