**KAA Kamps Comprehensive 2023 Policy Agreement**

All registrants are required to sign the following policies online. Read them carefully, and sign below. All dates relate to the current Kamp year and should be noted accordingly.

**A. ATTENDANCE**

1. Registration is not finished without the following items completed online:

1. signed policy agreement
2. required payment ($25 per person prior to May 1st or the full tuition cost on the aforementioned date and thereafter).
3. If participants are entered with incorrect ages, the tuition fee is forfeited, and that person is sent home at your expense. Acceptable Kamper ages are as follows:

**a.** KAA1: 10-12 **b.** KAA2: 13-14 **c.** KAA3: 15-18 d. Higher Ground: 14-19 **e.** Kaleos: 20 and up

1. Except for Higher Ground, attendees are registered in groups of 8 or more Kampers and 1 Kaleo.
2. The standard policy is 1 Kaleo to 10 Kampers per Kamp. Requests for more Kaleos than this ratio will result in the additional Kaleo(s) being placed on a wait list until after April 1st cancelations.
3. If there are enough Kaleos available within your group, you must schedule one Kaleo for each Kamp where Kampers are registered
4. Registration reserves the right to move Kaleos accordingly
5. Register both Kaleo genders in case of behavior issues
6. Kaleo enrollment is not required at Higher Ground
7. Regardless of group size, Kampers ages 10-12 must have a Kaleo on site at KAA1, even if there are other Kampers in other Kamps and only one Kaleo enrolled. Kampers ages 13-18 may attend with no Kaleo in their same Kamp but they are to be linked with an overseeing group prior to attending. You must notify the specific Kamp's office staff on Opening Day that the Kampers are paired with your group.
8. Kaleos must reside on the Kamp premises during your session. Babysitters and family housing are not provided. Care for non-Kamp age children is your responsibility and must be provided off site.
9. Attendees **must** report to the Kamp or lodging to which they were assigned. A $25 fee per person and relocation to the appropriate Kamp or lodging is the resulting penalty of failure to comply.
10. The following are **not permitted** to attend KAA/HG:
	1. Anyone who is **pregnant, has disabilities requiring individualized care and/or changes in Kamp processes and procedures**. Such disabilities include but are not limited to: Down syndrome, autism, sickle cell anemia, persons requiring use of a wheelchair or those with cognitive delays.

 **b**. Diabetics

i. between the ages of 10-12

ii. any person who has been diagnosed within 1 year of attendance

iii. any person who has uncontrolled blood sugar levels due to medication changes or biological changes

1. **Anyone with seizure disorders diagnosed within one year of your Kamp attendance**
2. Anyone with behavior issues who are unresponsive to your Kaleo(s) or whose behavior medication has been changed one month or less before attending Kamp

 **Attendees with these restrictions are sent home at your expense.**

1. Kampers attend KAA only once per summer except those between ages 14-19 who attend Higher Ground as well as KAA2 or KAA3.
2. Only those with completed registrations may attend. Additional people are not allowed to attend; a $200 additional fee is incurred, or the person is sent home at your time and expense. This includes waitlist.
3. Falsifying information to register an attendee results in a $100 fee per person. An additional $200 per person is accessed to re-register with correct information, or the person is sent home at your expense.
4. All HG Kampers check in at the Registration Building on Opening Day, then connect with the HG staff at KAA2.
5. It is your responsibility to monitor your registrations for enrollment status and accuracy.

**B. WAIT LIST**

1. As space becomes available, Registration will contact you with a confirmation email or phone call. Your response must be received by the stated deadline, or the space will be cancelled.
2. Payments for spaces enrolled from the wait list are paid by their due dates, otherwise the space(s) is

cancelled and offered to another registrant. Payment due dates are as follows:

* 1. Within 10 days of acceptance after May 1st
	2. Opening Day if the spaces are accepted less than 10 days before Kamp begins

**C. PAYMENTS/CHARGES**

1. BeforeMay 1st, a $25 deposit per person is due at the time of registration. Spaces are paid in full upon registration on and afterthe aforementioned date. Registration is not processed if the required payments are not made.
2. *The full cost of Kamp is $200 per person for KAA Kampers, Kaleos and HG1. Pricing for HG2 and HG3 are $400, and $1,000 respectively. The cost of registration for the Adult Refresh Retreat will vary depending on when the registration is completed.*
3. KAA does not accept payments from multiple sources toward one account, one payment may be made by the registrant to Kids Across America. **Please note deposits and tuition fees are not tax deductible*.***
4. KAA has one payment due date, **May 1st 5pm CST**. Payments after this date are considered late and will affect your account in reduced spaces to show a zero balance.
5. Any balance due from previous years are paid before registration for the current year can be processed. Monies submitted toward new registrations are first applied to the previous balance, then to the new registrations.
6. You cannot begin a new group nor attend with another group unless all accounts from previous years show a zero balance.
7. Registrants are charged a late fee of $100 for arrivals after 5 p.m. on Opening Day.
8. Departure before Vespers or before 9 a.m. the last day of Kamp receive an early departure fee of $100 per group.
9. **Entities departing early Saturday are housed in alternate locations other than the assigned Kabin, so other sleeping Atttendees are not disturbed.**
10. Medical charges are applied after the completion of a session and are incurred for the issue of items such as ace bandages or prescription retrieval. These fees offset the cost of treatment at the Health Center and are not able to be billed through insurance.

**D. FINANCIAL POLICIES (cancellations, refunds)**

1. To avoid penalty, all cancellations are made in writing and submitted to our offices no later than **April 1st 5pm CST**.
2. After May 3rd no refund request will be processed until after August 31st
3. Some form of documentation, ie. doctor’s note, school correspondence is needed to support cancellation/refund request
4. Refund amounts are at the discretion of senior management
5. Refunds are not guaranteed
6. Financial penalties are incurred in the following cases:
	1. The $25 deposit for each cancelled space is forfeited between **April 2nd** and **May 1st**
	2. The full tuition price is forfeited for cancellations made between **May 2nd and Opening Day**.
7. KAA reserves the right to change Attendees’ Kamp placement as we deem appropriate before or after Kamp begins.

**E. FORMS/VERIFICATIONS**

1. Attendees information is entered online at least **1 month prior** to your Opening Day. If the information is not entered by **5pm CST** of your designated date, a $25 fee is issued per person. (Please refer to your handbook for due dates.) There are no penalties for updating information; however, there is a $25 per person fee for the following:
	1. Having incomplete/incorrect or no information, including medications, for your attendees by your 1-month session deadline
	2. Not having a signed Policy for those who are Diabetics on insulin or who have a recent seizure history
2. Having incomplete/incorrect or no information for replacement or new attendees on Opening Day
3. **All Higher Ground 1 prerequisites are due no later than April 1st.**
4. 48 hours prior to your Opening day, email signed verification/registration list to us. It is important that the names, birth dates, genders, and Kamps be verified and returned to us by 3pm CST the Friday before Opening Day and again by 10am on Opening Day if there are further changes.

**F. INSURANCE**

1. The safety and well-being of your Attendees is our number one priority. We **require** that all Attendees have adequate medical coverage. See packet or guide for more information on insurance.
2. The registrant is liable for every attendee in Kamp. **It is that person’s responsibility to ensure that each attendee is covered by insurance.**
3. The tiers of coverage are as follows: 1) individual insurance/Medicaid 2) group/ministry insurance. If an accident occurs, the individual coverage is filed first then the group/ministry insurance.

**G. HEALTH SERVICES AND SAFETY POLICIES**

1. Check each attendee for lice and treat prior to departing for Kamp.
2. **Do Not** bring attendees who have lice, a fever or appear to be ill. (Further guidelines are required for COVID-19)
3. Upon your arrival to Kamp, our Health Center Staff will check all attendees for lice and health concerns. Those who have lice, fevers or other health concerns are not allowed to enter Kamp until the matter is resolved. If the matter is not resolved that person is sent home at your expense.
4. Since lice and COVID are spread very quickly from one person to another, the Health Center Staff reserves the right to detain all persons within the same vehicle in which the infected person is traveling.
	1. If lice/nits are found during check-in, the Kaleo/registrant is charged a $50 fine. In addition, a Kaleo is required to take that person’s possessions off-site to wash at your expense, and another Kaleo is expected to wash the person’s hair. If a Kaleo is not available, the attendee will be sent home at your expense
	2. If COVID related health concerns are detected, CDC guidelines will be followed, and attendees may be sent home at your expense
5. In keeping with health and safety protocol, all information is entered into the system 1 month prior to your Opening Day. Substitutions are made up to 7 days prior to Kamp. Online registration is halted one week prior to your attendance. Information may be updated but substitutions and adding new spaces are not allowed within the final one-week time frame.
6. All Kaleos must submit to a KAA background check or are not permitted to attend.
7. Although we give you as much notice as possible; it is possible that you are not notified that an Attendee cannot attend Kamp until a day or two before your session begins. In such cases there is no penalty for the cancelation of the space.
8. You are required to contact the Registration Department if your potential Attendee has a questionable medical condition. **You must get permission from the Health Services Director concerning the Attendee.**
9. The closest hospital is 1 hour away from our Kamp. Our Health Center Staff attends to regular day-to-day medical needs but is not equipped for major medical situations.
10. Attendees with severe Asthma or Allergies must submit an action plan and must have adequate medication on hand to attend. If these conditions are not met that person is sent home at your expense.

**H. MISCELLANEOUS**

1. KAA does not have a specialized menu for those with special diets and is not equipped to handle food allergies.
2. KAA is not responsible for items lost, stolen, or damaged during your session [including medical equipment such as nebulizers]. **Do not bring or send valuable belongings to Kamp.** Lost luggage, medications and money are your responsibility. (Please refer to our handbook and Things to Bring/Packing Lists and follow the instructions closely).

**I have read, understand and agree to comply with the above stated Policies. I understand that all policy decisions are at the discretion of Kids Across America.** I, agree to discuss all these policies with any affected parents and Kaleos to thoroughly abide by and understand the Kamp policies.

 **Group / Family Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Leader/ Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Group Leader / Parent Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ------------------------------------------------------------------------------------------

**OFFICE USE ONLY**

Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kids Across America, Registration Dept. 2036 Timberlake Rd. Branson, MO 65616