



CHURCH LEADER: CHECK-OFF LIST

REGISTRATION & MEDICAL RELEASE FORMS:

1. Churches **MUST** bring the following paperwork for each camper **UNDER** the age of 18:

_____ **Signed** and completed **Camper Registration/Medical Release Form**.

_____ Make sure the Camper Risk Release Form on the back side of Registration Form is also **signed**.

*These two forms are a one page - front and back – form and can be downloaded from the Church Leader Page on our website.

ONLINE REGISTRATION PAGE:

**You can direct your parents to go to the Kidz Kamp website and click on the Parent Section where they can click on the Registration Form and fill it out online. Then they have three options:

1. Fill out online, print, sign front and back, then turn in hardcopy to the Church Leader.
2. Fill out online, print, sign, scan back into their computer and submit using submission page on our website.
3. Fill out online, sign with Adobe Acrobat, if they have that on their computer, upload and submit on our submission page on our website.

2. Churches **MUST** bring the following paperwork for each adult counselor **OVER** the age of 18:

_____ **Signed** and completed **Adult Leader/Sponsor Registration Agreement & Medical Release Form**. *(Form is available on the Church Leader Page on our website)*

ONLINE REGISTRATION PAGE:

**You can direct your adult counselors to go to the Kidz Kamp website and click on the Counselor Section where they can click on the Registration Form and fill it out online. Then they have three options:

1. Fill out online, print, sign front and back, then turn in hardcopy to the Church Leader.
2. Fill out online, print, sign, scan back into their computer and submit using submission page on our website.
3. Fill out online, sign with Adobe Acrobat, if they have that on their computer, upload and submit on our submission page on our website.

3. Churches **MUST** turn in the above forms for each **camper** and **adult counselor** at registration.

These forms should be placed alphabetically in a manila folder marked REGISTRATION FORMS.

CAMPER MEDICATIONS

1. No medication of any kind may be kept by campers during camp. All prescription and non-prescription medication for campers must be taken to and administered by the nurse onsite. Adults are authorized to keep prescription and non-prescription medication for their own use, **as long as it is locked and/or secured from campers while at camp**. If adults do not have capability to lock up medications, they must be kept by the nurse onsite.
2. Medication(s) must be in their original container and clearly marked with both the patient's name and instructions for administering the medication. **NOTE: If medication(s) are sent without their original container, the CHO (nurse) will not administer them.**
3. Medication(s) must be recorded on a completed **Camper Registration/Medical Release Form. Signature of parent/guardian is required** on this form for those under 18. (This Registration/Medical Release Form is available on the Church Leader Page on our website. Medications can also be typed and printed and attached to the Registration Form.
4. Place medications in a **Ziploc bag** with the **name of the camper, church name, and KIDZ KAMP** listed on the bag.
5. Place all of your Ziploc bags in a box with your church name listed on the outside. Turn in the box with Ziploc bags of camper medications to the nurse at registration.
6. Counselors must take campers to the nurse at the assigned time medication is to be given so the nurse may administer the medication. Medication is administered until 10 pm each night.
7. All medical needs must be communicated **only to those that "Need to Know"** pursuant to the Health Insurance Portability and Accountability Act (HIPAA)
8. Medication must be retrieved from the nurse onsite **before** your church departs from camp.

Exceptions: Asthma inhalers (prescribed by doctor) and **EpiPen** (antidote for insect bite allergies). If you have a camper who needs either of these medications, **please bring TWO of these medications to camp**. One may be kept by the Camper or Counselor and one must be given to the nurse onsite at registration. (Similar special cases must be discussed with and approved by the nurse onsite. No other exceptions will be permitted without the approval of the nurse onsite.)

TESTING AND BACKGROUND CHECKS

NOTICE – LSCRC (Latham Spring) BACKGROUND CHECK AND CHILD PROTECTION TRAINING PROCEDURE.

1. Texas Administrative Code Title 25, Section 265.12 defines the legal requirements for youth camp volunteers. Specifically, the following is required:
 - (1) Criminal conviction and sex offender background checks AND
 - (2) Sexual abuse and child molestation awareness training and examination (Child Protection Training or CPT).

Both background checks and CPT are required for all adults that spend the night at Latham Springs.

2. LSCRC will no longer keep background checks and CPT records for our Program Camps. The Program Camp and the Camp Director are responsible to insure that all forms are accessible to DSHS personnel per the sections of the Texas Administrative Code cited below.

To summarize, your church MUST do and provide the following:

- _____ 1. Perform the **background checks** on your adult counselors (over age 18).

You have two choices to generate background checks:

1. To perform the background checks yourself and have these records available per requirements listed below, **or**
2. Have LSCRC (Latham Springs) do your background checks **BEFORE** any of your leaders/counselors arrive at camp.

If you choose for Latham to do your checks, all **Adult Leader/Counselor Registration and Medical Release Forms** must be turned in **3 business days** (defined as Monday through Friday) prior to your first camp day. We will then deliver (fax/overnight mail/personal delivery) the records of any hits on your background checks to you the next day.

A \$100 charge plus postage will be added to your invoice for this service.

- _____ 2. Provide the **Child Protection Training class** to your adult counselors (over age 18).
(All CPT Training (class materials, exam, training videos, certificate) are available on the Church Leader Page of our website.)

WHAT TO DO:

1. Administer the training class. (Materials and Videos)
*Counselors can watch videos online using the counselor page where they can access the CPT Training material. They can print the exam, take the exam, then turn in to Church Leader to then grade.
2. Administer the exam. Grade exam.
3. Fill out a CPT Certificate for each adult counselor.

- _____ 3. Fill out the **Sponsor Certification and Background Verification Form**
(This form is available on the Church Leader page on our website.)

This form requires you to list all adults staying over-night during your camp from your church. By signing this form, you also verify that your church has completed all background checks on adult counselors and completed the CPT training class and test.
(CPT Information is available on the Church Leader Page on our website.)

- _____ 4. **Bring the Sponsor Certification and Background Verification Form and the CPT Certificates to camp in a manila folder marked CPT Training.**
Place the form and certificates in the folder. This folder should have your **church leader name and phone number on the outside along with your churches name**. Turn this folder in on the day of registration.

REGISTRATION PACKETS

KIDZ KAMP PARENT PACKET.

This packet will make things easier for your parents and for you as you handle registration of the kids you bring to camp.

PACKET ONLINE. This packet is available on the Parent Page of the website. You can direct your parents to this information. They can then print it if they prefer a hardcopy.

The Church Leader can also print this packet and have hardcopies available for parents as well.

This packet includes the following:

- Kidz Kamp Check off List for Parents
- Camper Registration/Medical Release Form – **MUST BE SIGNED**
- Risk Release Form – **MUST BE SIGNED**
- What a Parent or Guardian Needs to Know
- What Kids Should Bring to Kamp
- Food Allergy & Special Dietary Needs Form – **This form must be turned in at least 1 week prior to the beginning of camp. Form is online on the Parent Page. They can download, print and email to the camp directly.**
- Bunk1 Information

**A Church Leader can add any additional forms you would like to create to help organize your kids coming to camp.

****Make sure you GET t-shirt sizes.**

There is a place on the camper and sponsor registration forms.

KIDZ KAMP COUNSELOR PACKET.

It is important that you spend time with your counselors before you leave for camp. We've created a packet to help you prepare your counselors in a counselor training.

PACKET ONLINE. This Counselor Packet is available on the Counselor Page on the website. You can direct your counselors to this information. They can then print it if they prefer a hardcopy.

The Church Leader can also print this packet and have hardcopies available for counselors at the training.

The packet includes the following information:

- Counselor Check off List
- Adult Leader/Counselor Registration Agreement & Medical Release Form
- Child Protection Training information
- What a Counselor Needs to Know
- What Kids should bring to camp
- Building & Cleaning Instructions
- Counselor Stuff to Know
- List of any other information you want your counselors to know.

COUNSELOR TRAINING.

_____ **Plan a meeting at least 3 weeks before camp to go over and discuss the following:**

- **Child Protection Training**
 - Option One: Have an instruction sheet for how they can read the information, watch videos, and take the test on our Kidz Kamp website. Make sure they print the test and bring you the completed test.
 - Option two: Have the training materials at the meeting. Go over the information. Administer the test. Fill out the Certificates and put these certificates in a file and bring with you to camp.
- **Background Check.**

You will need Driver's license information. Decide if you are going to have Latham Springs do your background check (**\$100 and forms due no later than 3 business days before camp.**)
- What a Counselor Needs to Know
- Counselor Stuff to Know.
- **T-shirt sizes**
- Camp Schedule – Go over the camp schedule and walk them through a typical day and what their responsibilities will be as a counselor. (A schedule with details will be sent to church leaders prior to camp so you will have this in your meeting.)
- Small Group Curriculum, Morning Devotionals, Church Time.

We will provide a packet of information so your counselors can be familiar with the activities they will facilitate as well as to get a good feel for the teaching points of camp.

KIDZ KAMP DUE DATES

MAY 16th Early Bird Registration – \$ 225 per camper/counselor.

A deposit of \$30 per estimated camper/counselor is required to reserve camp spots at the \$225 rate. **Must be received by May 16.**

ONLINE SUBMISSION FORM and PAYMENT (PAY PAL)

This year you have the option to use the submission form on our website to turn in your estimated camp numbers to reserve spots at the \$225 rate. This form can be found on the Church Leader Page titled: Church Deposit Submission Form.
(Look for the picture of Robert.)

When you click the submit button, it will take you to the Pay Pal option. At that point you can pay online, or you can click “pay later” and instead mail your check.

MAIL A CHURCH CHECK: Please send one check from your church. Make the check payable to Kidz Kamp Texas and mail it to:

Kidz Kamp Texas
c/o Crossroads Fellowship Church/Jennifer Smith
405 Estates Drive
Woodway, Texas 76712

JUNE 15th Camp Contract Submission Form submitted online.

The Kidz Kamp Contract is included on our website on the Church Leader Page under Church Materials. You can download and read through the contract. The Contract covers late fees, cancellations, etc.

When we receive your paid deposit, we will email you a receipt. When you receive the receipt and agree with the information. We ask you to then read over the contract provided on the website. If you have questions about anything, please contact us.

ONLINE SUBMISSION.

Once you have your deposit receipt and have read through the contract, then simply go to the Contract Submission Form on the Church Leader Page and fill out the form. Once you fill out the form and submit, you are indicating your agreement with the contract and deposit information.

MAY 17 – JULY 4 Standard Registration – \$245 per camper/counselor.

JULY 5 – JULY 15 Late Registration Fee - \$255 per camper/counselor.

Any camper/counselor you add after you turn in your **MASTER LIST on July 6th** will be charged an extra \$10 processing fee. (You will need to charge campers/counselors the \$255 rate if you sign them up after July 5.)

CHURCH MASTER LIST.

JULY 5 EACH CHURCH MUST TURN IN A COMPLETED MASTER LIST NO LATER THAN JULY 5

Church Master List (Excel Spreadsheet on the Church Leader Page of the website.)

The Master List is an excel spreadsheet with **two pages**: One page for **Male Campers and Counselors**, and one page for **Female Campers and Counselors**. Please complete both pages.

Once you access the Master List on our website, download it to your computer and complete it with ALL your campers/counselor names, grade, and **t-shirt sizes**.

Once completed, go to the Master List Submission Form on the Church Leader Page and upload your Master List from your computer and submit. Please complete this process no later than **JULY 5th**.

You can also directly email your Master List to info@kidzkamptexas.com or cyndi@xroadsonline.org

FINAL BALANCE.

Balance of Fees:

The balance of what you owe for camp, based on your Camper Master List received on July 5, will be sent to you in an email by July 12th. You have the following options to pay your balance:

1. Go to the FINAL PAYMENT SUBMISSION FORM on the Church Leader Page. Fill out the form and it will send you to a Pay Pal option. Make your final payment online.
2. Bring a final check from your church for the final balance amount when you come to registration the first day of camp on July 15.

GOLF CARTS.

The Latham Springs Handbook has information about golf carts and safety issues, golf cart rentals and pricing. Check this out if you are interested in renting a golf cart for the week.

Kidz kamp Texas will have the Latham Springs Golf Carts reserved, but you can **email Steve Abbe** at info@kidzkamptexas.org or steve@xroadsonline.org if you would like to have one delivered to the camp for your use during the week.

The price of a gold cart is \$250. TURN IN YOUR GOLF CART REQUEST BY JULY 9TH.

(NOTE: We have a limited number of golf carts available for rent. The sooner you get your reservation in the better your chance of securing a golf cart.)

ADDITIONAL INFORMATION.

QUESTIONS: Contact Steve Abbe at 254-242-9621 or Cyndi Abbe 254-644-9726.

Be sure to "Like" our Facebook Page – "KidzKamp Texas"

LATHAM SPRINGS CAMP

If you think of questions or want to know more about the camp policies, procedures, security, safety, etc., you can read the Latham Springs Handbook and browse through the information on their website: www.lathamsprings.com