



Dear Family in Christ,

It is with great joy and excitement that we are beginning another summer of camp at Stoney Creek Ranch!

We are excited to announce that we will be adding online registration for all campers! Registration for campers and volunteers can begin January 2012. More details to follow on that!

In the meantime, here is how we will need to begin:

Please read and complete the enclosed policies and procedures for registration and return with:

- a. Appropriate Deposit - \$25 per person you desire to register.**
- b. Policy Agreement form – signed and dated**
- c. Registration form – detail the number of persons you will bring and your contact information. Please break out the male/female ratios in your numbers.**

Once we have received these items you will be pre-registered for camp. We will send you a confirmation letter noting your acceptance and/or wait list status (if the session you request is full.) You will then receive materials needed to assist you and your group to prepare for Stoney Creek Ranch. Remember to copy ALL forms in this packet or any you send to us in the future for your records. Please keep in mind that all registration is on a first come, first served basis – an early response is more likely to guarantee your preferred session .

We look forward to leading kids to the cross of Jesus Christ! Please feel free to contact us with any questions.

In HIS Amazing Grace,

**The Stoney Creek Ranch Team
www.stoneycreekranch.org**

Summer Theme “12:30”

³⁰ AND YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR MIND, AND WITH ALL YOUR STRENGTH.’ ³¹ The second is this, ‘YOU SHALL LOVE YOUR NEIGHBOR AS YOURSELF.’ There is no other commandment greater than these.” Mark 12:30

Stoney Creek Ranch

2012 Policy Agreement Form

All group leaders who enroll for the 2012 camp season are required to sign the following policies. Please read them carefully, sign and return with your group registration form. Your registration request will not be processed without this contract signed.

A. ATTENDANCE

- 1) Campers must be between the ages of **10-16 years old (depending on session dates)** and Volunteers must be no younger than **20 years old**. If spaces are not filled with participants of the correct ages, the tuition fee will be lost.
- 2) The standard policy is 1 Volunteer to 10 Campers. Requests above this ratio will initially result in the additional Volunteer(s) being placed on a wait list until space is available.
- 3) One Volunteer is desired per Camp even if there are less than 10 Campers in attendance.
- 4) Stoney Creek Ranch is not a conducive environment for group members who are pregnant or have disabilities that require individualized care and/or extreme changes in Camp procedures.
- 5) No Camper may attend SCR more than once per summer.

B. WAIT LIST

- 6) As space becomes available, Registration will send out a confirmation fax/email which **must** be signed by the group leader/ administrator and returned by the stated deadline if the space is to be accepted and enrolled.
- 7) Payments for spaces received from the wait list must be paid by their due dates otherwise the space(s) will be cancelled and offered to another group. Payment due dates are as follows:
 - a. June 1st if the spaces are offered/ received prior to this date
 - b. Within 10 days if the spaces are offered/received after June 1st
 - c. Opening Day if the spaces are offered/received less than 10 days before Camp begins

C. PAYMENTS/CHARGES

- 8) Multiple checks or checks from multiple sources cannot be accepted. Parents/supporters should make payment to your organization/church so that one payment may be made to Stoney Creek Ranch. ***Please note that the deposits and tuition fees are not tax deductible.***
- 9) A \$25 deposit per person is due at the time of registration.
- 10) Registration will not be processed either online or in our offices if the deposits are not paid. The final payment is due no later than **June 1st 5pm**. If payment is not received on time, your spaces will be reduced to show a paid in full balance. Registration will decide which spaces will be cancelled and will not accept a change form in this situation.

D. CANCELLATIONS

- 11) All cancellations, whether for individual spaces or the entire group, must be made in writing and submitted to our offices. Complete cancellations must be made no later than **May 1st 5pm**.
- 12) Financial penalties will be incurred if cancellation is made after **May 1st 5pm** (our cancellation deadline). The \$25 deposit for each cancelled space will be forfeited between **May 1st-June 15st**.
- 13) Financial penalties will also result if cancellations are made after **June 15th** (our payment deadline). The \$75 full tuition price will be forfeited for any cancellations made between **June 15th and Opening Day**. No refunds will be issued for complete cancellations.
- 14) SCR reserves the right to change a camper's cabin placement as we deem appropriate at any time before or after Camp begins.

E. FORMS/VERIFICATIONS

15) Camper/Volunteer forms must be received in our office or entered online in its entirety at least 2 weeks prior to your Opening Day. If forms are not received by **5pm** of your designated date, a \$25 fee will be issued per form. 24-48 hours prior to your Opening day, a verification form will be faxed/emailed. It is important that the names, birth dates, genders be verified and returned to us by 3pm the day before Opening.

F. INSURANCE

- 16) It is the group leader/administrator's responsibility to make sure that each group member is covered by private or group insurance.
- 17) If a group member does not have insurance an Insurance Waiver form may be submitted.
- 18) The group leader/administrator is liable for every group member in attendance to Camp.

G. TRANSPORTATION

Please indicate your plan for transportation: _____

Please sign below indicating that you have read and agree with the above mentioned policies.

Group Name: _____

Administrator's Signature (mandatory) _____

Administrator's Phone # _____ **Email** _____

Group Leader signature: _____

Administrative Contact signature: _____
(if different from group leader)

Date: _____

Please make a copy of this form before you send it to us, so you can have a quick reference for all your questions.

OFFICE USE ONLY
Date Received _____

Please return this form to Pam Gray, Attn: Registration Dept., 4815 Kirkwall Drive, Sugar Land, TX 77479