



Registering for Kidcam Camp:

A Step-by-Step Guide

1. Visit KidcamCamps.com:

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- Click on “Register Now” or access the “Parent Portal” from the homepage.

2. Create a Parent Account within our CampOffice Parent Portal:

- If you’re a new parent, create an account.
- Returning parents can log in using their email/password.
- New parents will receive an email with a verification code to finalize the account set-up.
- Find this email and enter the code to complete setup.

3. Complete Parent & Camper Setup:

- Fill in all necessary information and forms.
- Ensure you provide accurate details about your camper.
- If your camper will take medication at camp, once you select ‘yes’ to this question, the necessary forms will be available to download & reupload.

4. Proceed to Registration:

- Click “Continue to Registration. You’ll be directed to the Camp Store.

5. Camp Store & Purchasing Weeks/Gear/PrePaid Items:

- Choose the Region/Camp location your family will attend.
- Add the registration fee to your shopping cart.

6. Registration Fee:

- The Registration Fee confirms your camper’s attendance and activates your summer camp account.
- It provides access to important emails, schedules, letters from the director, and notifications to you about enrollment capacity.
- It does not secure your camper’s spot in a week.
- Need to attend multiple Kidcam Camps? Email us at Rocky@KidcamCamps.com to add additional registration fees at \$0.

7. Tuition:

- Purchase all needed weeks early to secure your camper’s spot.
- Payment for a week guarantees a camper’s spot.
- If space remains, you can buy additional weeks up until the Thursday prior.
- Tuition prices may increase if space is available after the Thursday deadline.
- Buying 3+ weeks before March 31 saves you 10% on tuition.

8. Merchandise (Camp T-Shirts):

- Campers wear Kidcam Camp T-Shirts daily.
- Purchase shirts early (select size & quantity) for Open House or camp start.
- Buy in advance for a smooth first day.
- Any merchandise not collected prior to the start of camp will be distributed to your camper once camp begins.

9. Pre-Paid Food - PPF & PrePaid Attendance – PPA Accounts:

- Siblings share PrePay accounts.
- **Food Charges (PPF):**
 - Deposit funds for Meals/Snacks (PPF) and Before/Aftercare (PPA).
 - Prepaid food funds are required for snacks and meals and deducted as they are used.
 - Lunch minimum: \$6/day (up to \$8.50 for college campus locations).
 - Snacks: \$2.00 (may vary).
- **Before/Aftercare Fees**
 - Before/Aftercare charges are deducted daily.
 - Before Care: \$2 per camper (7a-8:30a).
 - Aftercare: \$4/hour (first camper), \$2/hour (sibling), starts at 3pm.
 - Check your Camp Account Details for exact food costs and extended hour times
 - Siblings share PrePaid Accounts.
 - Overpaid one account? Apply existing funds to balances due/new charges on the third checkout screen.
 - PrePaid funds are not refundable at the end of a summer and rollover to future summers. Please try and be cognizant of what is paid weekly based on the math of what camper(s) are purchasing.

HAPPY CAMPER PROFILE

- This section allows you to tell us about your camper. Their personality, what makes them tick, their swim capabilities and more. You only have to complete this once for each camp they attend, and it's helpful to have it on file for us.

WAIVERS/HANDBOOK

- Continue through checkout process and check all waiver & handbook boxes.

Pay online and submit.

- Receipts will be emailed to verify your purchases.
- You can go to the Camp Account Details tab on your parent home screen to view purchases. Click down the arrow to see each section in full.

What else is on my Parent Dashboard?

- Parent Profile: Update parent information
- Camper Profile:
 - Update camper information
 - Health documents & Medication forms
 - Add authorized pickup people
 - Leave notes for the director – if critical and time sensitive, please email director.
- Forms & Documents
 - Important Updates from Camps
 - Maps & Directions (if needed)

- Director's Notes and Schedules
 - Weekly Schedules (posted by the Friday prior to each week)
 - Letter(s) from the Director
 - Important Things to Know about Camp

Transfer/Refund Policy – [Link to Read:](#)

- Registration fees are non-refundable.
- For adjustments or refunds, contact accounting@kidcamcamps.com.
- Cut-off times apply. (Link to the most recent policy and procedures page/document)
- **Transfers:**
 - Transfer requests will be accepted if the request is made **no less than 10 days** leading up to the week of the transfer, and there is available space remaining in the week requested.
 - If space in a week is not available, and the request is made less than 4 weeks prior to a camper's start date, Kidcam may transfer funds to a PrePaid account for future use towards tuition, aftercare or food. Any unused funds are non-refundable and will rollover to future camp terms.
 - A \$10 administrative fee per camper, per week will be added to all transfer requests that can be accommodated.
 - Transfer requests will only be accepted by submitting your request via email to accounting@kidcamcamps.com.
 - A \$10 administrative fee will be processed for any tuition refunds.
- **Refunds:**
 - Refund requests must be made no later than four (4) weeks prior to the week a camper is enrolled to start. After this date, we are unable to provide refunds as the space has been allocated to that camper and waitlist options are closed.
 - Not attending the program for any reason does not entitle a refund. When registering a camper, it reserves space, time, and staffing, whether or not your child attends the program.
 - Refund request will only be accepted by submitting your request via email to accounting@kidcamcamps.com.