

## Maine Robotics - Camp Policies - 2017

1. Each camper must have a “**Permission for Medical Treatment**” form on file or have completed the equivalent online form through the registration portal. This must be completed prior to attending the first day of camp. Campers without this form completed and signed will not be allowed to attend. The camp must be apprised of all pertinent medical, behavioral, and emotional conditions that would affect his or her time at camp.
2. Each camper must have a “**MAINE ROBOTICS RELEASE AGREEMENT**” completed and on file or have completed the equivalent online form, with the camp administrator. This allows the program to take pictures or video of the program for marketing or informational purposes. When such media is used no personal information will be provided about the campers other than their age.
3. **Payment** must be received with the completed registration form or online enrollment.
  - a. Any multi-week or multi-child discounts are **ONLY** valid if the condition is true at the time of payment for the affected weeks of camp. Example, a child is registered for two weeks of camp and receives the multi-week discount and is later unregistered, then the discount no longer applies and any differences in fees due would be applied and must be paid prior to the start of camp.
  - b. Refunds, if one is needed, may only be made to the person(s) from whom Maine Robotics received the payment. If possible, the credit will be put back onto the paying debit or credit card, if not a check will be issued.
4. **Program Cancellation:** If any week of camp or camp program must be cancelled due to insufficient enrollment or other unforeseeable circumstance all camp tuition will be refunded.
5. **Camper Cancellation:** If a camper or camper’s family cancels their registration in the program prior to 4 weeks from the start date of the camp in question a 75% refund will be issued. If cancellation is received between 2 and 4 weeks from the start date of the camp a 50% refund will be issued. Withdrawal after 2 weeks prior of the start of camp will result in no refund for the camper. If late cancellations can be filled by other campers Maine Robotics will refund all but a \$25 administrative fee but Maine Robotics provides no guarantee of filling such openings. **NOTE:** refunds are based on the cost of the camp, not the amount deposited. If you made a 50% deposit and cancelled and were due a 50% refund, you would not be entitled to a refund.
6. **Camper Behavior:** It is expected that all campers and staff behave with respect and appropriate behavior to others in the program. Under no circumstance will physical or verbal harassment or abuse be tolerated. If a camper creates an environment that is abusive to either other campers or staff, that camper will be isolated and the parents/guardians notified. If the problem cannot be appropriately addressed the camper will be removed from the program.
7. **Suspension and Dismissal Policy:**

The following will be considered grounds for suspension or dismissal:

  - i. Failure to pay tuition
  - ii. Continued disruptive behavior by the child after the parents have been consulted and appropriate measures have been taken to change such behavior.
  - iii. Repeated late pickup.
  - iv. Failure to provide essential emergency and medical information as required by the program.
8. **Food:** If a camper is registered for a “brown bag” camp, they must come to camp each day with a packed lunch. Snacks are provided, but there is no accommodation for addressing a camper who has not brought a lunch. There is no shortage of snacks and drinks so no camper will go hungry, but such food for lunch is not part of the program. It is very important that if a camper has food allergies that this be communicated to the staff so appropriate steps can be taken to ensure safe camp.
9. **Times:** The camps do not have a penalty for late pick-up of campers, but it is expected that parents/guardians pick up their child **PRIOR** to the end of the camp day. Each camp brochure lists the times for the camp, if a camper or camper’s family abuses the pick-up time, the camp reserves the right to withdraw the camper from the program with no re-imbursalment of camp fees or tuition. **No camper may be dropped off before the start time of camp.** All parents/guardians must bring campers into the camp area/room and check in with the staff in the morning and in the afternoon at pick up time. If your child will be walking or biking, please notify the camp staff on the first day of camp, or through our main office.

## Maine Robotics - Camp Policies – 2017 – Continued

### **Emergency Contact:**

If a circumstance arises that requires you to contact the camp staff during the day you may contact the program administrator at (207) 866-4340, leave a voice mail message. Each camp is held in different locations and parents/guardians should check with the staff on the first day of camp for a room phone number or cellular phone contact.

### **Reporting Problems to the Camp Director:**

To report problems with the camp, camp staff, or other issues; contact Becky Saulnier or Amanda Wilbur at the address/email/phone listed below.

### **Contact:**

Becky Saulnier, Camp Director  
30 Main Street, #1  
Orono, ME 04473

(207) 866-4340  
camps@mainerobotics.org

## Maine Robotics – Privacy Policy

### Maine Robotics maintains the following policies:

1. Any photograph, statement, or recording of any minor, used in connection with any marketing, website, or printed material will not include any personal identifiers.
  - a. Maine Robotics has no control over press material (television, radio, newspapers, etc.) that is collected at a public event run by Maine Robotics and over which Maine Robotics has no control.
  - b. Maine Robotics has no control over any media collected by or shared by other event attendees or spectators and assumes no responsibility for said material.
2. All personal information regarding participants is held in confidence.
  - a. Emergency and medical treatment information is collected and secured for all participants.
  - b. This information is available to the program director and staff when participants are present at camps or other events where such information is required to be present. This information is not shared with anyone except as needed with camp or event staff in order to ensure a safe experience for the participants.
  - c. This information is also tendered to any medical personnel who are required to treat a participant.
  - d. Information on age, gender, and grade level are often collected to serve as tools in providing programs that match these groups or in the development of programs that are more appealing to all sub groups. This information may also be used in the application for grants or other fundraising solicitations or reports. This information is not used for any other purpose.
3. Registration, attendance, or other material collected by Maine Robotics will not be given, sold, or transferred to any other group except in such a case as Maine Robotics is transferred or sold to another non-profit entity.
  - a. **Note:** Any person participating in a FIRST<sup>®</sup> activity and furnishing the required FIRST<sup>®</sup> Release Form to Maine Robotics or completes equivalent form on the FIRST website, does so with the understanding that Maine Robotics passes those forms on to FIRST of Manchester, New Hampshire and does not have control over how they use the information therein. For more information with regard to their policies, please refer to FIRST at [www.firstinspires.org](http://www.firstinspires.org).