

GENERAL INFORMATION:

Contact Us

It is best to contact us via e-mail from May - August; this is the fastest means of response for the camp office. If you call, please be patient when awaiting a response our call volume is extremely high during the camp season. When contacting the camp office, please do so ahead of time. We are often in the field when camps are being held.

- Concordia Camps E-Mail: cheyne.gordon@cui.edu
- Mailing Address:

Concordia Soccer

Attn: Concordia Soccer Camps

1530 Concordia West

Irvine, CA 92612-3203

Confirmation of Enrollment

When you enroll online you will receive an enrollment confirmation via e-mail. If you enroll by mail, you will receive an enrollment confirmation via e-mail when our camp staff is able to enter your submitted materials. Please understand that during peak camp dates during the summer, your mailed enrollment may not be entered for several days; please utilize our online enrollment to avoid delays. Please provide a valid e-mail address during the enrollment process; this is the e-mail address that your confirmation/receipt of purchase is sent to. The sender of the confirmation/receipt of purchase will appear as cheyne.gordon@cui.edu please add this alias to your safe sender list. Your e-mail may filter your confirmation/receipt of purchase into a junk, spam or bulk mail folder, please check there before you contact us if you never received an e-mail confirmation.

Refund Policy

Requests for refunds or transfers must be submitted in writing, via e-mail or letter only **we cannot accept requests by phone**. Requests must be received no less than 30 days prior to the first day of camp to qualify for a refund or transfer. Request for refunds or transfers received prior to 30 days before the first day of camp will be processed and assessed a fee. No refunds or transfers are issued for requests received later than 30 days before the start of camp. Camps are not prorated and participant substitutions are not allowed. No refunds are given to campers dismissed from camp for inappropriate behavior.

- **Transfer Fee is \$10 Per Transfer/Per Person**
- **Cancellation Fee is \$50 Per Cancellation/Per Person**

Parking

Parking may be difficult at Camp Check-In locations, please be patient. Allow sufficient time to drop-off or pick-up your camper. Your cooperation will help maintain a clear flow of traffic during these busy times. University Parking is strictly controlled and tickets are issued quickly, please do not park in fire zones at any time

Please visit the following web site for detailed Campus Maps and Parking information
<http://www.ecampstours.com/VirtualTours/tourmap.aspx?FafsaCode=020705>

What to bring

Please see the Camp Details section for food, clothing and equipment needs specific to the camp. When choosing foods for lunches and snacks (for camps that do not provide meals), please DO NOT pack perishable items, there is NO refrigeration available for food storage. In addition, we recommend that all campers bring a Water Bottle, Sunscreen and Lip Balm. And, remember to label ALL items brought to camp.

Lost & Found

Lost and Found items are donated to a local charity one week after the camp session ends. If a camp participant has lost something please e-mail cheyne.gordon@cui.edu

Medical Information/Illness

In the event that your camper becomes ill or an emergency arises, the camp staff will make every effort to contact you or your listed emergency contact. If deemed necessary by the camp staff, the camper may be transported to a nearby hospital for treatment.

Medications/Inhalers

A **Medications Form** completed by the camper's Parent/Guardian must accompany all medication to be taken by a camper. This includes both prescription and over-the-counter medications. All medications must be in current prescription bottles or original containers. Inhalers may be kept with the camper, but still require a Medications Form. Please contact the camp office at cheyne.gordon@cui.edu if you need to make arrangements for the refrigerated storage of insulin.

Camp Rules

Below is a list of general camp rules. Please make sure your child is familiar with them:

1. Respect other participants, instructors, facilities, and equipment.
2. Always listen to staff/instructor. Show consideration when instructors/coaches are speaking.
3. Teasing and put-downs are not tolerated at camp.
4. Use appropriate language - No cursing.
5. Stay with your group.

6. Keep the Camp area clean, throw your trash away and if you see trash, pick it up.
7. No Cell Phones, personal gaming or music devices allowed during training sessions.
8. No weapons allowed.
9. No pets may be brought to camp or to camp check-in and checkout.
10. No drugs, tobacco, or alcohol permitted at any time.
11. Never leave assigned activity areas without permission/supervision of staff.

Any other rules specific to a Camp will be discussed at Camp.

Behavior Guidelines and Consequences

In order to provide a pleasant environment and to ensure the safety of our campers and staff, disruptive, destructive and/or dangerous behavior by campers is **NOT ALLOWED**. Such behavior will result in the camper being removed from the current program. If the behavior continues, the camper will be dismissed from the camp. When a participant is dismissed from camp for unacceptable behavior there will be **NO REFUND**.

Any of the following will result in **IMMEDIATE** dismissal from camp:

- Endangering the health or safety of others
- Possession of firearms, weapons, explosives, etc.
- Possession or use of illegal drugs, alcohol, cigarettes
- Damage or destruction of property
- Theft
- Fighting
- Pulling of fire alarms
- Leaving camp area without permission

Damage or Loss of Property

Camper's parent/legal guardian will be financially responsible for any and all damages caused by camper. Parent/Legal guardian will be billed for any damage to campus facilities or equipment.

Leaving Camp Early

An authorized early release permission note must be turned into the Camp Director on the first day of camp, or in the morning of the day that the camper will be leaving early. The note needs to include:

- Camper's name
- Time and date the camper needs to leave
- Permission for the camper to leave early by himself, if applicable
- Signature of Parent /Legal guardian

Rain

Camp is usually at the assigned location even in rain. However, in the case of heavy rain, the Camp may be moved to an alternate site. Campers should always check-in at the scheduled location. If a Camp location is changed, you will be directed to the new location. Also in the case of rain, campers should bring shoes with non-marking soles for indoor use. This information applies to outdoor camps that are affected by weather.

Communicable Diseases & Lice Policy

Notification will be given regarding any communicable diseases affecting campers. If your child contracts a communicable disease, please notify the camp staff immediately. Campers will NOT be permitted at camp if they have any signs of a communicable disease or head lice.

Emergencies, Natural Disasters & Evacuation Plans

Should an emergency or natural disaster occur at or near camp, camp staff will follow standard emergency procedures to ensure the physical and emotional safety of your child. Discuss with your child what would happen if a natural disaster occurred during camp. Please, make sure that your camper has any necessary emergency phone numbers in their backpack and provide the camp emergency information to anyone who may need it.

We highly recommend that parents develop a Family Emergency Plan. The American Red Cross website provides information on developing a Family Emergency Plan.

Sources of Campus Information in an Emergency

- Concordia University main phone line 949.854.8002 security ext. 6718
- Campus security email safety@cu.edu
- University Main Web Page: www.cui.edu

Nondiscrimination Statement

In accordance with applicable Federal laws, Concordia University does not discriminate in any of its policies, procedures, or practices on the basis of race, religion, color, national origin, sex, sexual orientation, age or handicap.