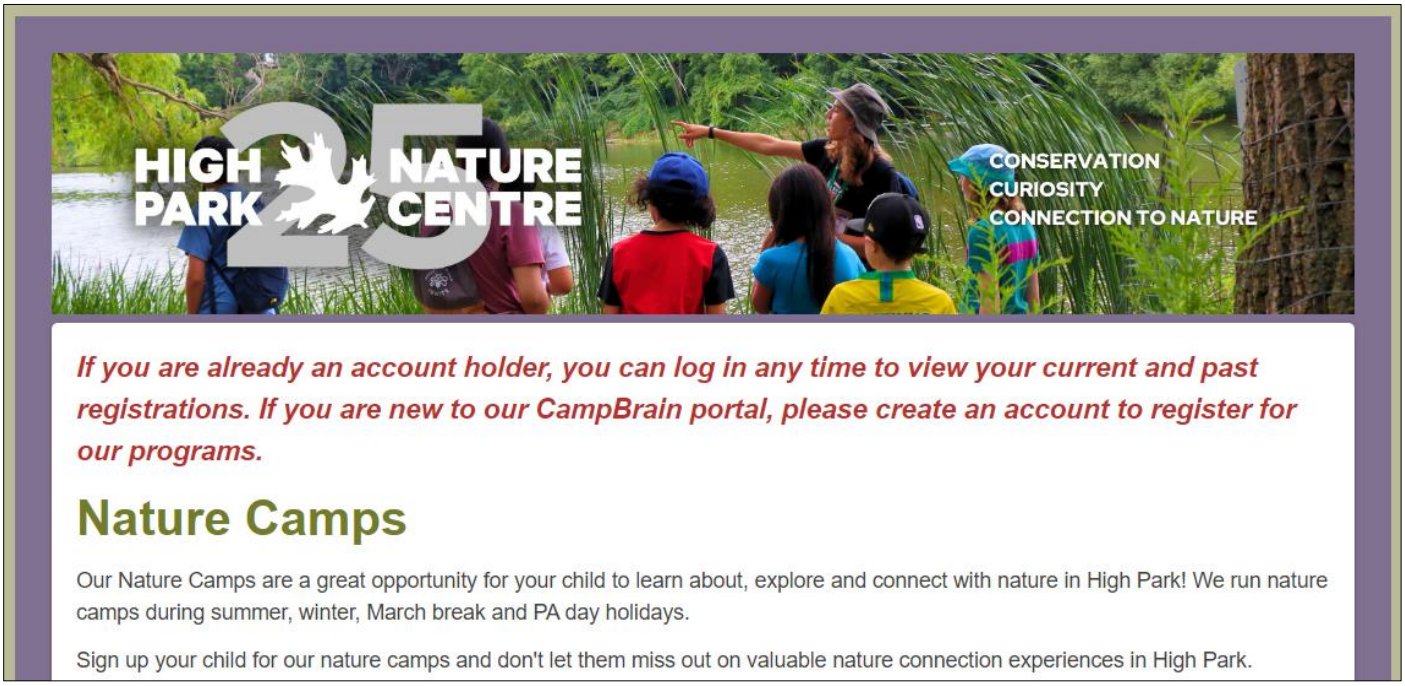
CampBrain Summer Camp Tutorial

Using High Park Nature Centre's Registration Portal

High Park Nature Centre uses CampBrain as its registration platform for various nature programs. This guide will familiarize you with our CampBrain registration portal to ensure you have a smooth and hassle-free registration day when signing up your child for our summer camp program.

Important information

HPNC Summer Camp website:	https://highparknaturecentre.com/summer-camp/
CampBrain Registration Portal:	https://hpncnaturecamps.campbrainregistration.com/
Email:	info@highparknaturecentre.com
Phone:	416-392-1748
Address:	375 Colborne Lodge Drive, Toronto, ON M6P 3K8



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- Filling Out Forms
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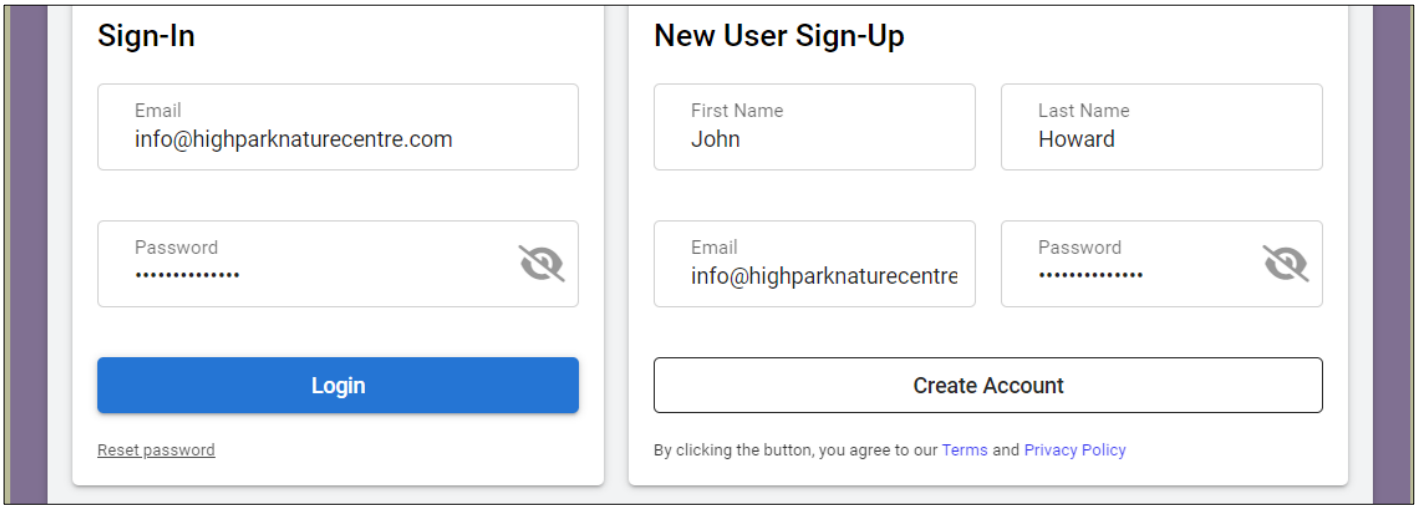
  - *T-Shirt Size Form*
- Final Steps & Payment
- Going Back Into Your Account

Logging In

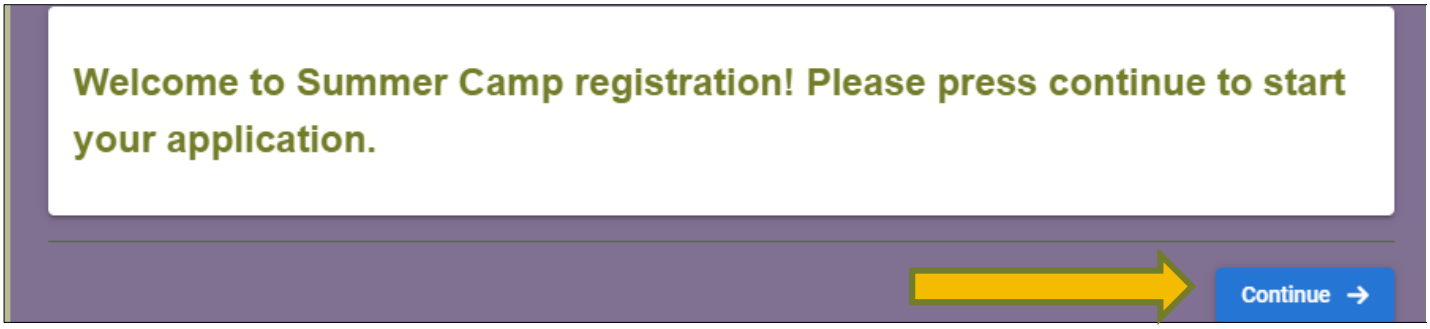
You can access your online account at any time. Go to hpncnaturecamps.campbrainregistration.com and enter the email address used to register for camp. If you have forgotten your password, simply click "Reset password" under the Sign-In option and a link will be sent to your email. If this is your first time using the online portal, you can create a profile using the "New User Sign-Up" option on the right. **Please use the parent/guardian's name when creating the account. You will be able to add the camper's name later.**



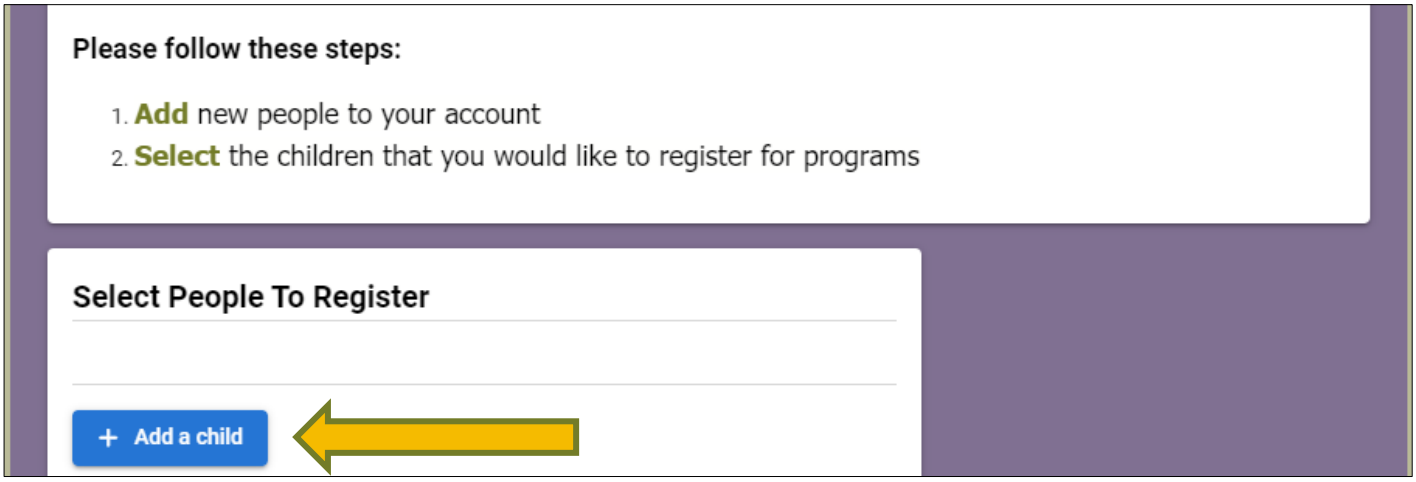
New Family *if you are returning, you may skip this part and go straight to page 04)*

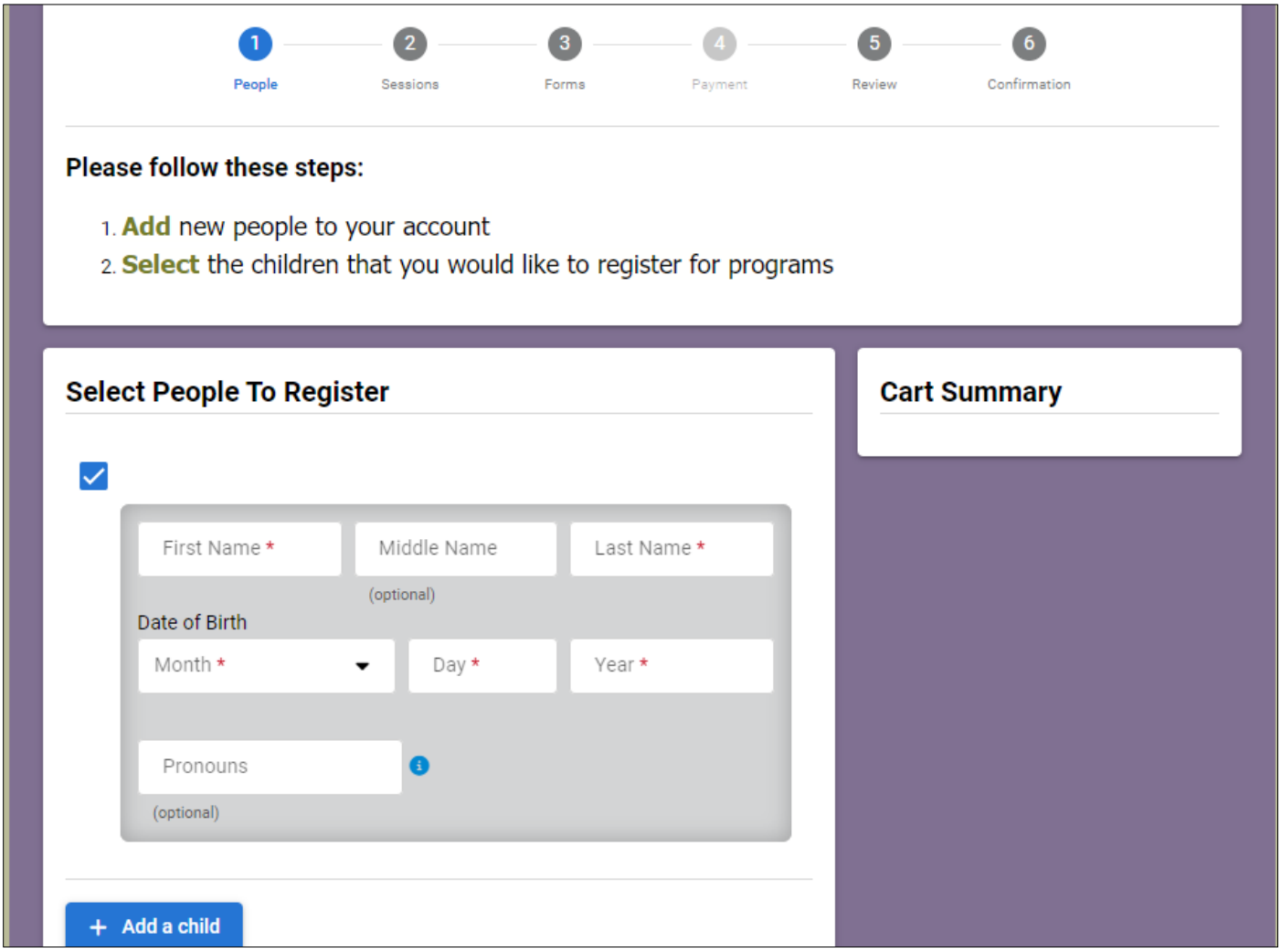
For families new to CampBrain, we recommend creating a profile before registration day to speed up the process. Once you have created your new username and password, you will be able to select the option to begin your application for Summer Camp (arrow below).

Once you select the camp for which you would like to begin a registration, you will see a brief message as shown below. Simply click "Continue" to move to the first step of registration.



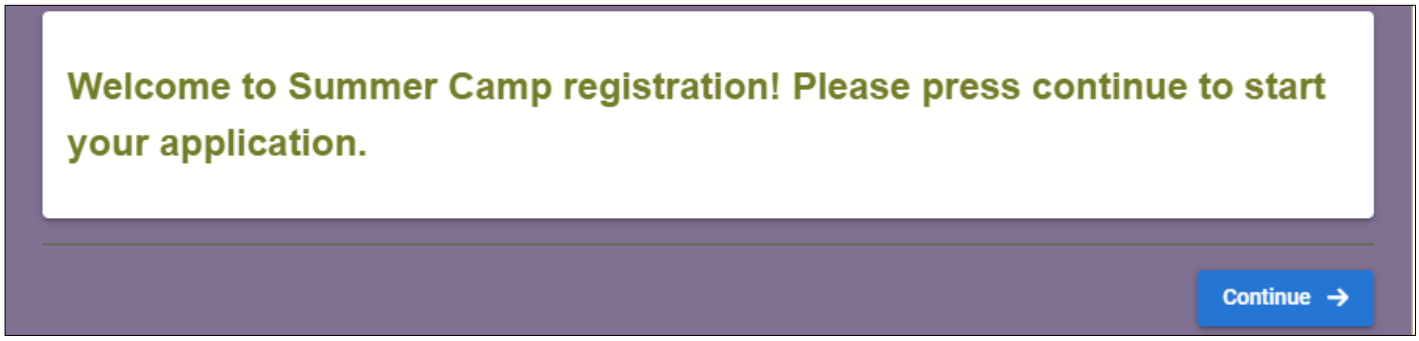
You will then be invited to add a child to your household. When you click "Add a child," you will be prompted to fill in the necessary information about the camper as shown below.


Please follow these steps:
1. Add new people to your account
2. Select the children that you would like to register for programs
Select People To Register
+ Add a child


1 People
2 Sessions
3 Forms
4 Payment
5 Review
6 Confirmation
Please follow these steps:
1. Add new people to your account
2. Select the children that you would like to register for programs
Select People To Register
Cart Summary
First Name *
Middle Name
Last Name *
(optional)
Date of Birth
Month *
Day *
Year *
Pronouns
(optional)
+ Add a child

Registering for Camp

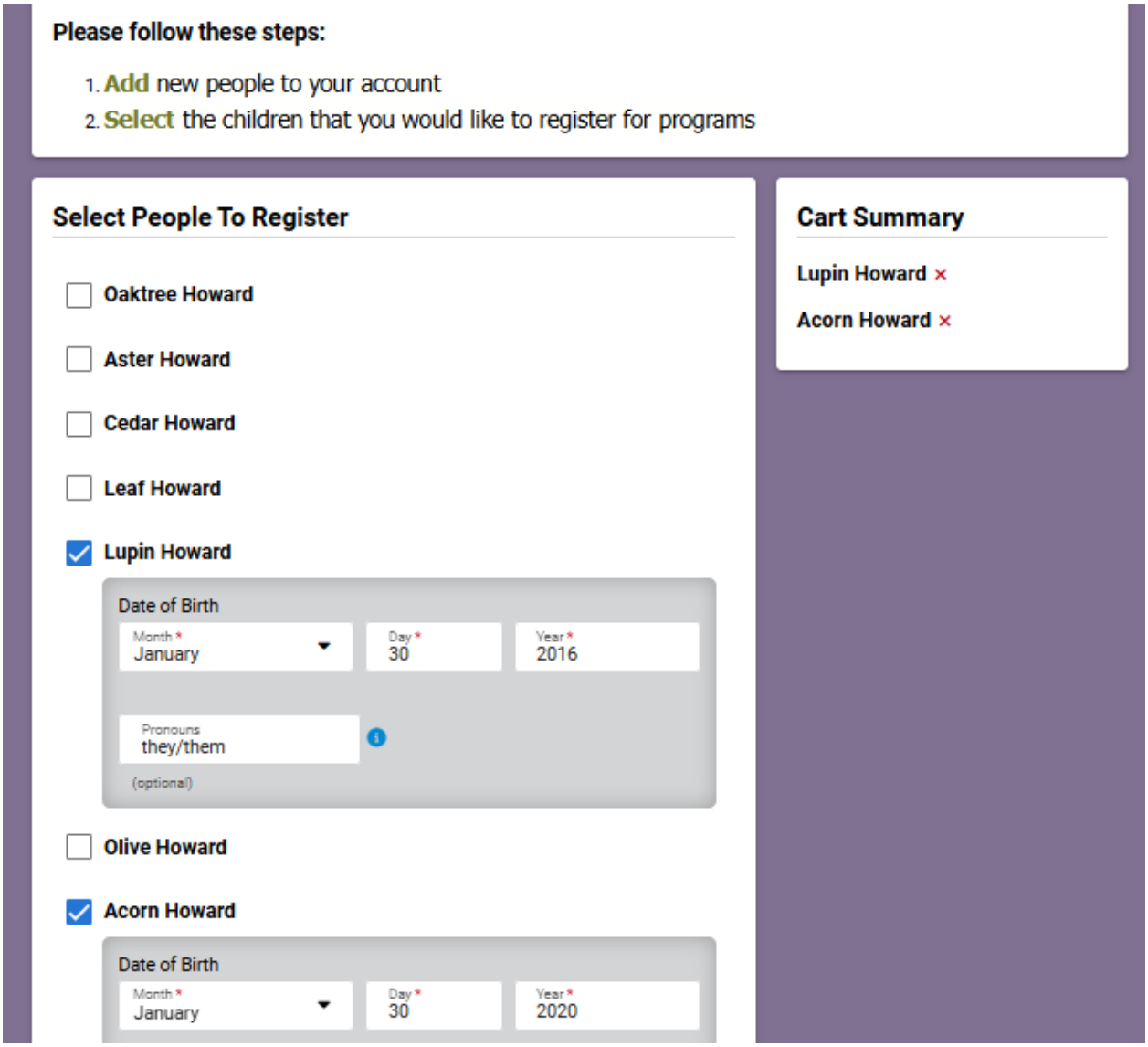
Once you have logged into the system, select the camp for which you are registering. You will then see a brief message as shown below. Simply click "Continue" to move to the first step of registration. This button will appear when registration is open, and will not be visible before then.



You will need to select all individuals whom you are registering. In this tutorial, we will register Lupin and Acorn for summer camp. Select the individuals by clicking on the boxes to the left of the names.

You will see your campers' names appear in the Cart Summary box on the top-right side of the registration portal. If you are adding a new individual, click "Add a child," and fill in the prompted information. When a camper is selected, please check that the birthdate and pronouns are accurate. Only select the children you will be enrolling in summer camp, or you will not be able to proceed.

When you are done, click "Continue" to select the programs.

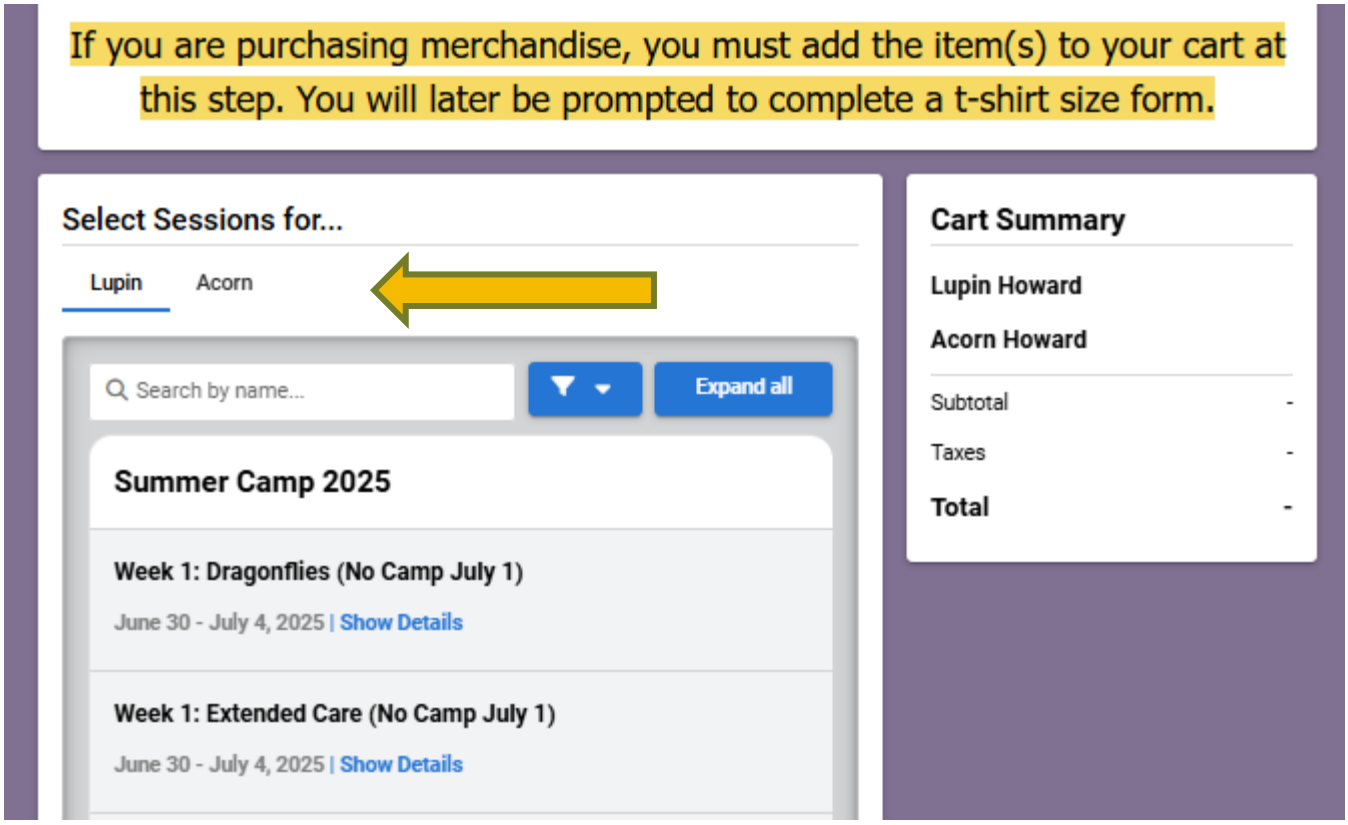


Selecting Camp Weeks

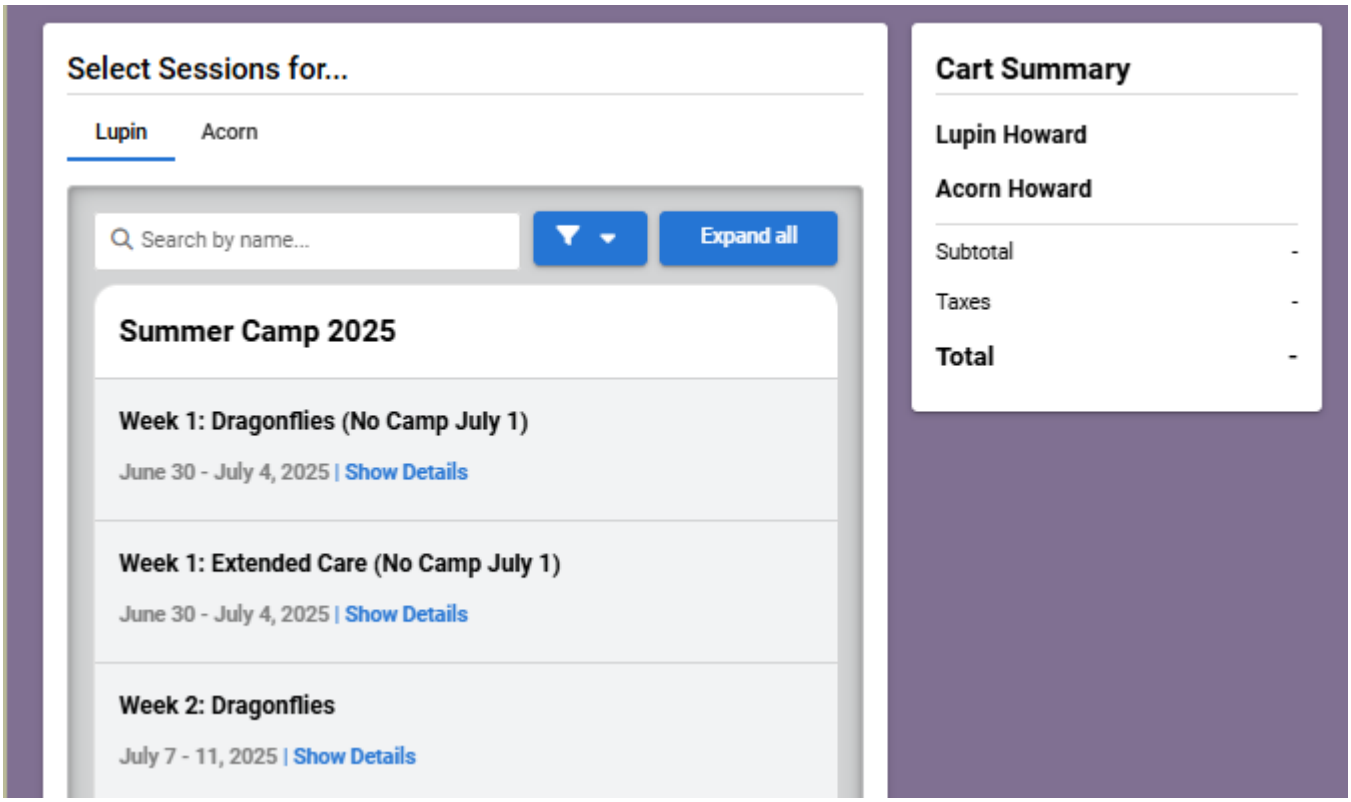
On the next page, you will see some important instructions. Please read carefully. Below these instructions you will see tabs for each of the campers selected in the previous step. Simply click on each name to shift between campers.

Each participant will have a separate tab and must be registered in a program to continue.

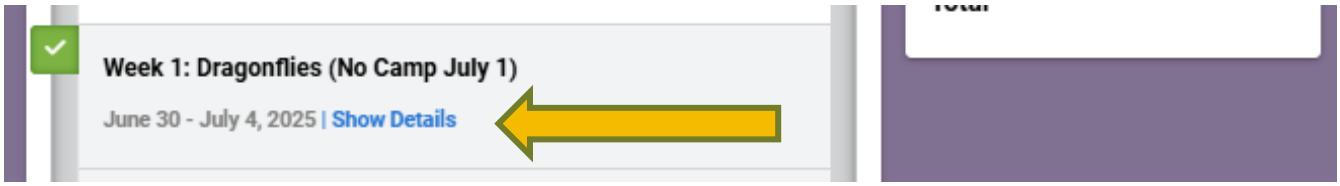
NOTE: You do not have to pay the full price at the time of registration. A $50.00/camper/week non-refundable deposit fee completes your registration. The remaining balance is due June 2, 2025. If possible use a credit card that does not expire before June 2, 2025.



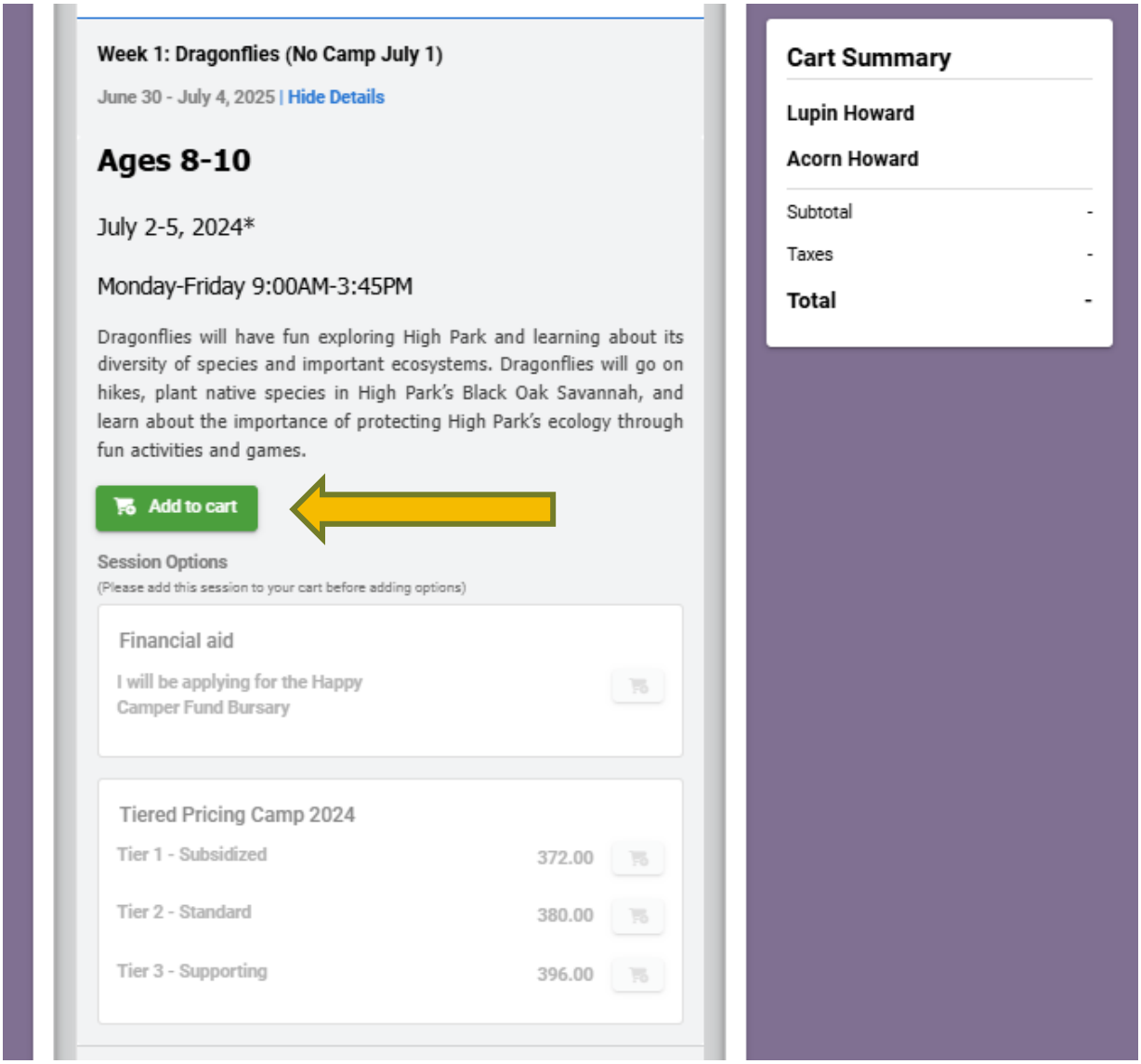
You will see all the available weeks for your child(ren), along with the option to sign up for extended care The system will automatically display the age group for your camper(s) based on their age on a particular week of camp.

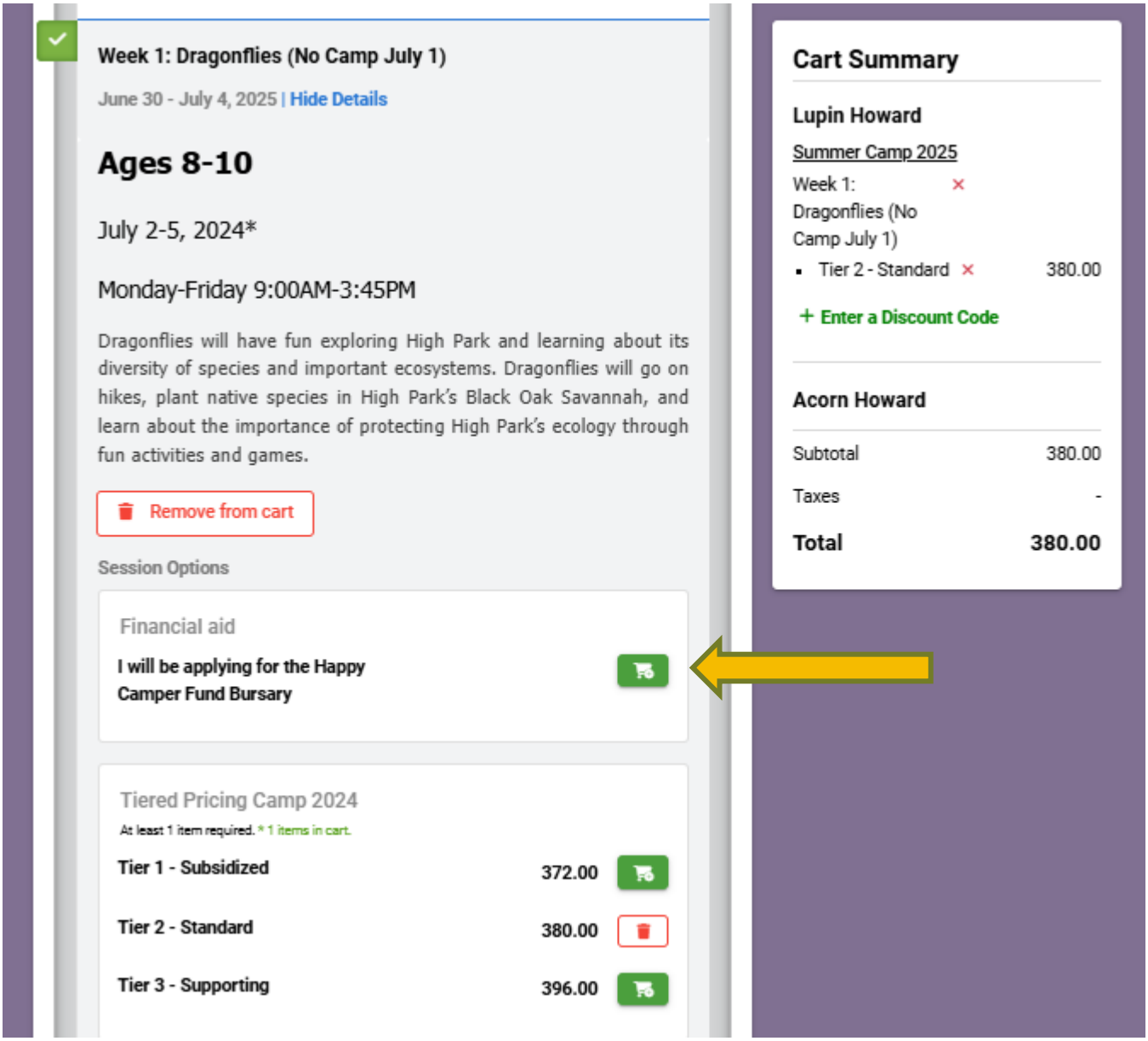


To select a week of camp, click on “Show Details” under your desired week.

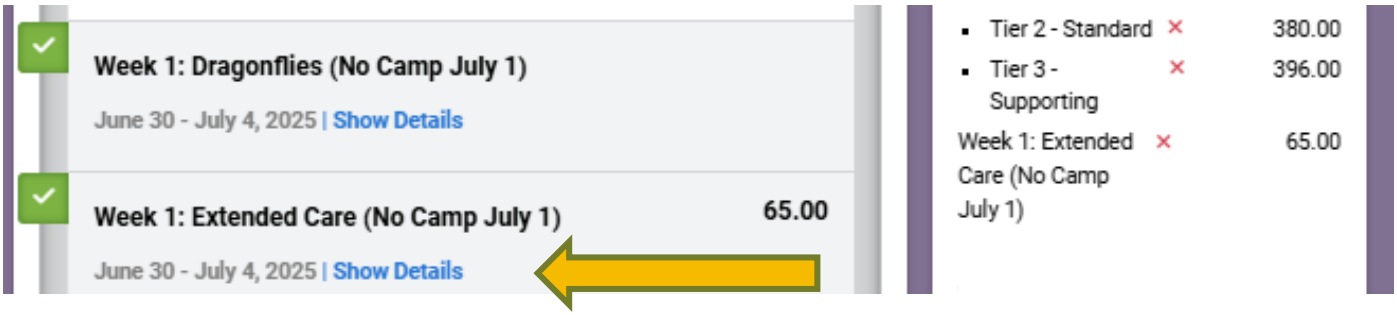


“Add to cart” will select the camp week. Next, select your preferred pricing tier. Please visit our website for more information about the new pricing tiers. If you are applying for the Happy Camper Fund Bursary, please select the option in the “Financial Aid” box and then also choose the appropriate pricing tier. **If you are applying for the Happy Camper Bursary, you must still send in an application on our website.** The week you choose will appear in the cart summary box on the top-right corner.



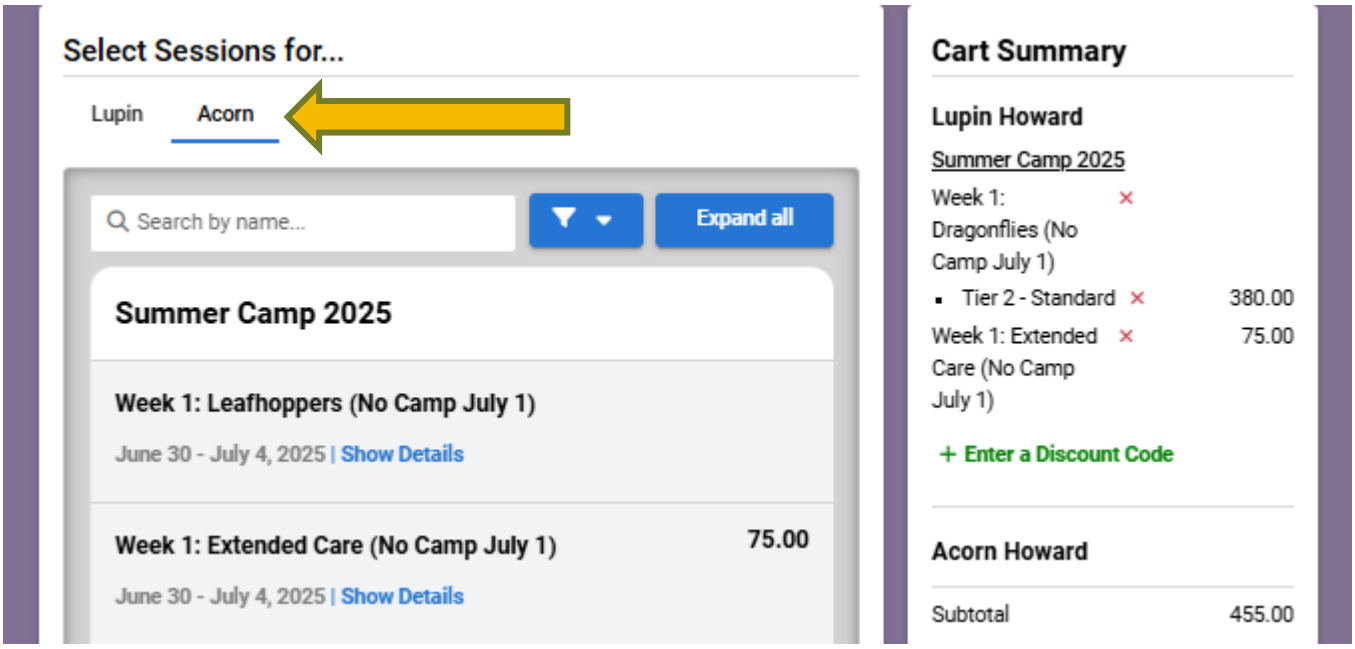


To enroll your child in Extended Care for the week, click "Show Details" on the desired week of Extended Care, and add it to your cart. **Please ensure you have chosen the correct week.**



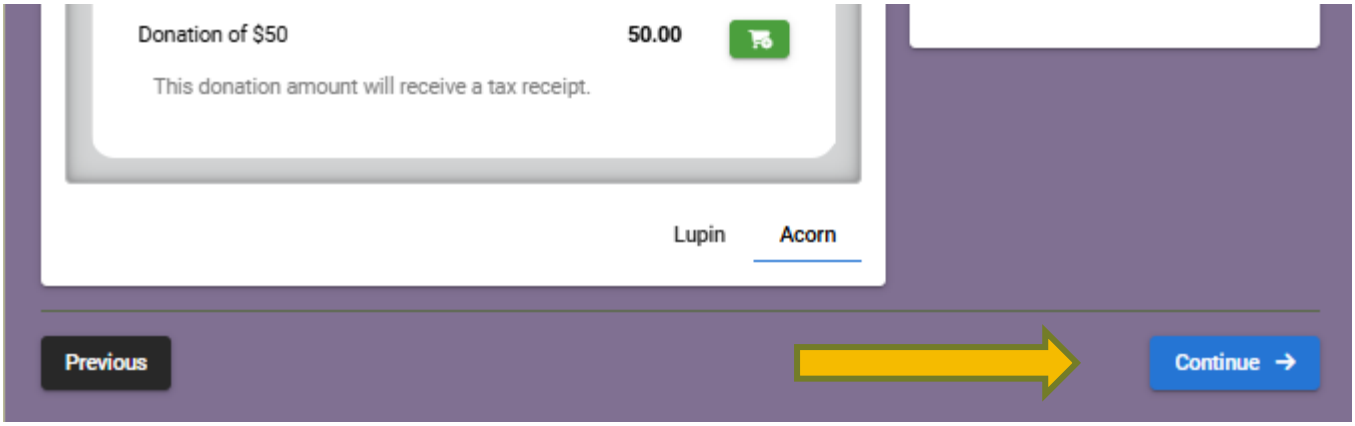
Now, add in any additional weeks of camp for your child. Note that you are limited to a maximum of two weeks per child. You can also add any merchandise from our store, as shown below.

Before hitting "Continue" click on your next child's name and repeat the steps to choose their week(s) of camp and pricing and add to cart. You may also add in any additional merchandise for your second child here.



Once the weeks and add-ons for each camper have been selected, click "Continue" at the bottom of the page.

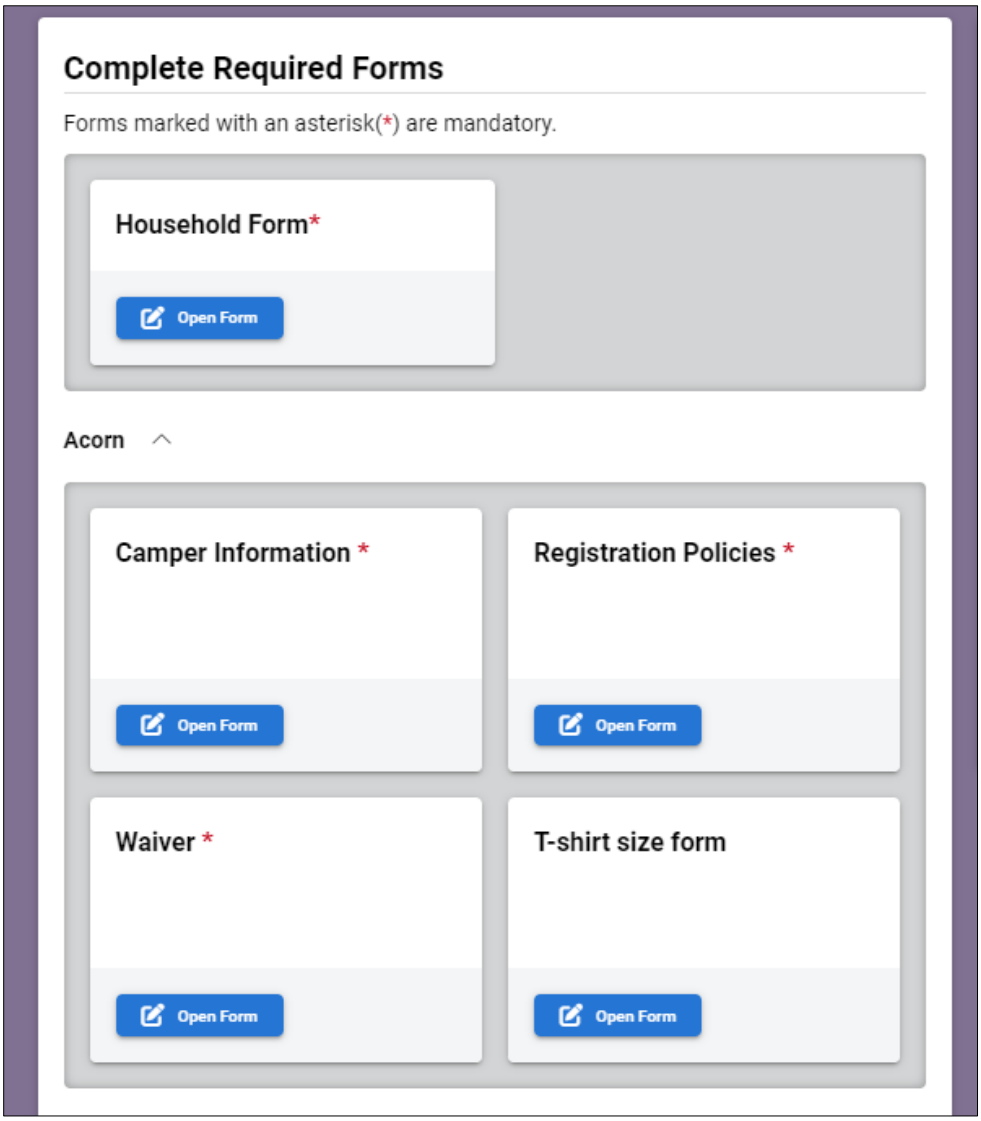
Note: The amount listed at the bottom right corner does not reflect the amount you will be charged on registration day. Your charge on registration day will only be the $50 per camper non-refundable deposit fee per camper, per week.



Filling Out Forms

Before you can submit your registration, you must fill in and sign some forms. These include a Household Form for your household, and Camper Information, Registration Policies, and Waiver forms for each individual camper. You only need to fill the T-Shirt Size form if you're buying a t-shirt for your child(ren) and have already added it to your cart.

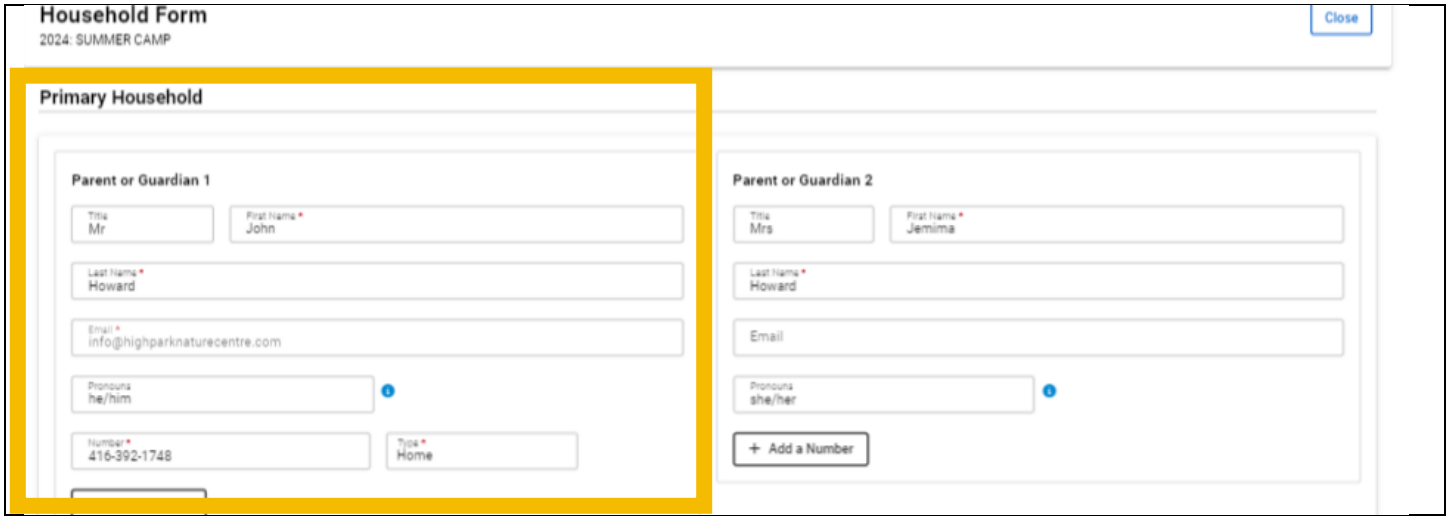
Mandatory sections of forms are highlighted below. You will not be able to complete your registration without completing these forms. Please make sure to fill out the optional sections of the form later on if necessary.

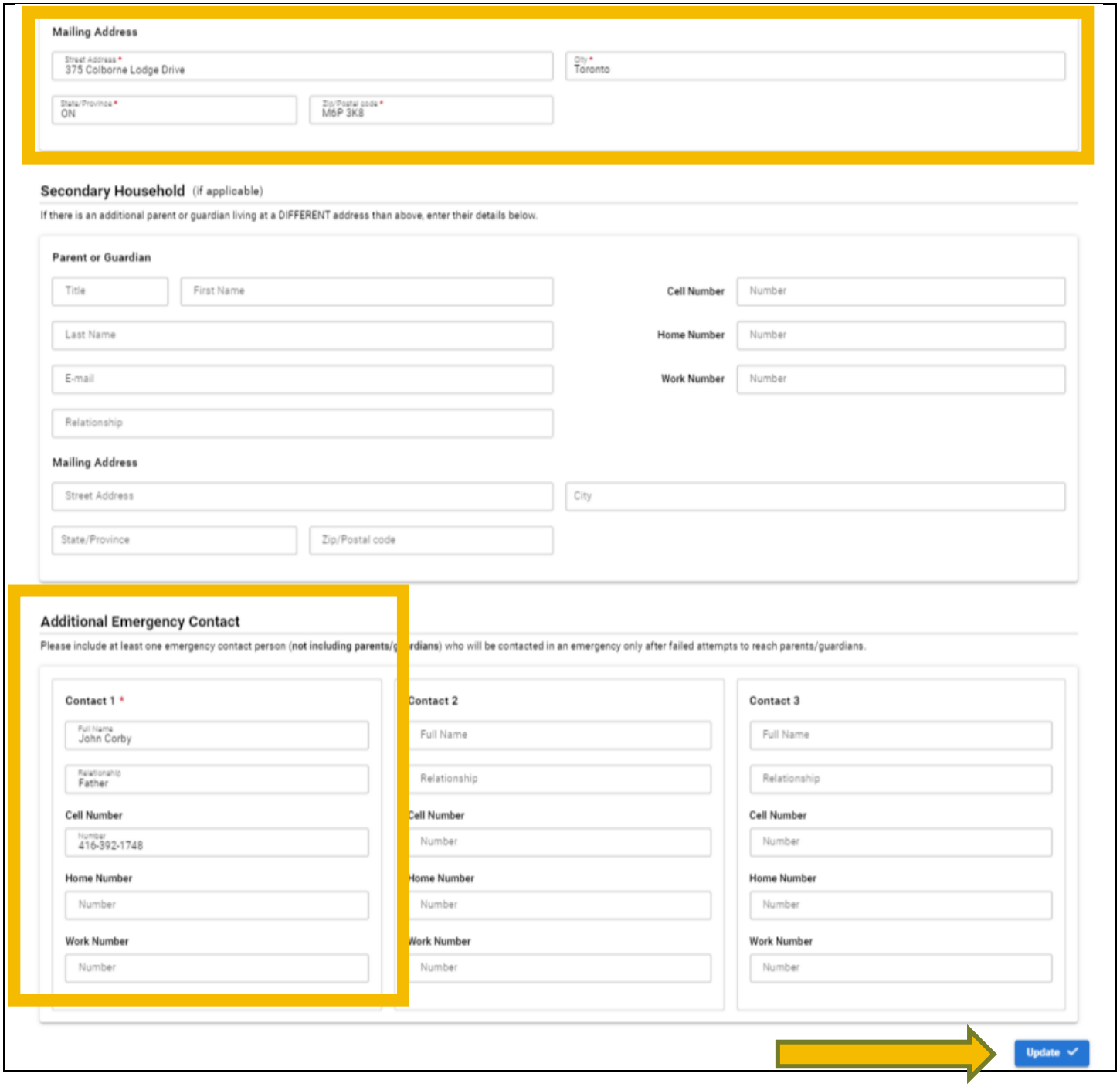


Household Form:

The following sections are mandatory:

- **Primary Household:** at least one Parent or Guardian and Mailing Address
- **Additional Emergency Contact:** at least one emergency contact who is NOT Parent 1 or Parent 2. You do not need to include more than one emergency contact.

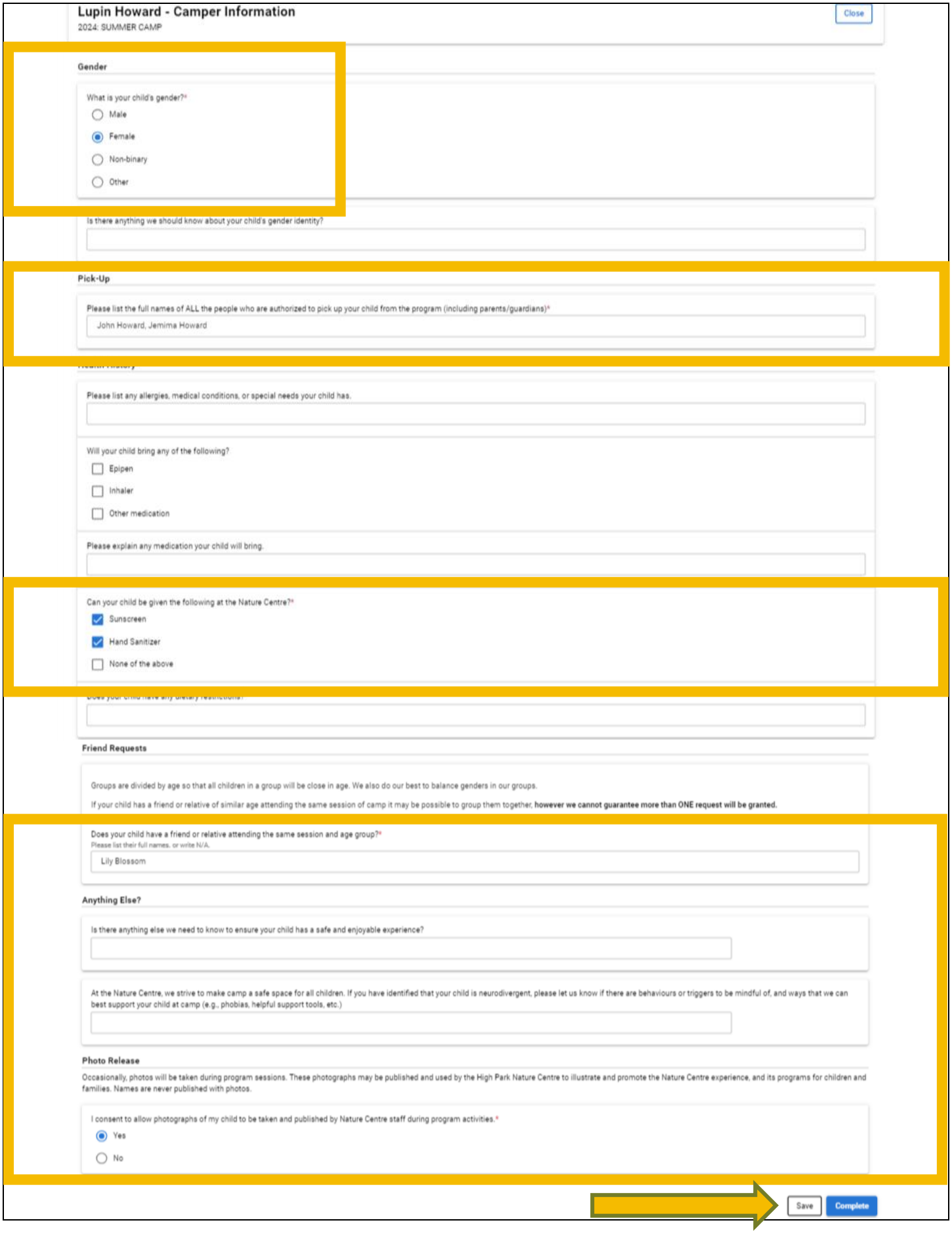




Camper Information Form:

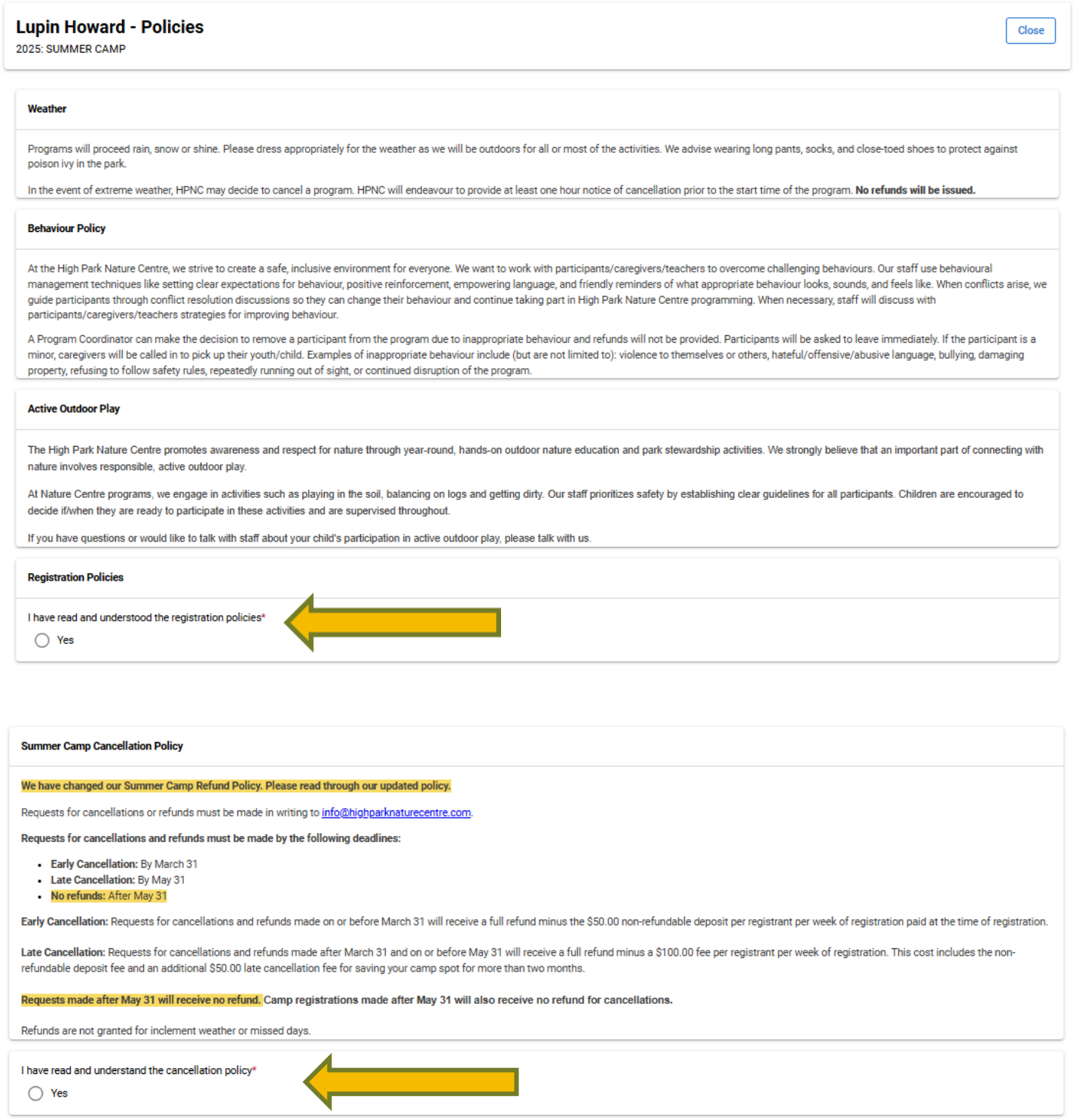
The following sections are mandatory:

- **Gender:** Let us know your child's gender
- **Pick-Up:** Please list the full names of all authorized individuals to pick up your child after camp
- **Health History:** The only mandatory section for completing registration is for you to let us know whether your child can be given sunscreen or hand-sanitizer at the Nature Centre. However, you should also let us know about any allergies, medical conditions, special needs, medications your child will bring to camp, dietary restrictions or anything else that is important for us to ensure your child has a safe and enjoyable camp.
- **Photo Release:** Indicate whether or not you consent for your child's photographs to be taken and published by the Nature Centre's staff during program activities.
- **Friends or Relatives:** Full names of any friends or relatives of the same age group and session attending camp who you would like your child to be paired with. We cannot guarantee that all requests will be granted.


Lupin Howard - Camper Information
2024: SUMMER CAMP
Close
Gender
What is your child's gender?*
Male
Female
Non-binary
Other
Is there anything we should know about your child's gender identity?
Pick-Up
Please list the full names of ALL the people who are authorized to pick up your child from the program (including parents/guardians)*
John Howard, Jemima Howard
Please list any allergies, medical conditions, or special needs your child has.
Will your child bring any of the following?
Epipen
Inhaler
Other medication
Please explain any medication your child will bring.
Can your child be given the following at the Nature Centre?*
Sunscreen
Hand Sanitizer
None of the above
Friend Requests
Groups are divided by age so that all children in a group will be close in age. We also do our best to balance genders in our groups.
If your child has a friend or relative of similar age attending the same session of camp it may be possible to group them together, however we cannot guarantee more than ONE request will be granted.
Does your child have a friend or relative attending the same session and age group?*
Please list their full names, or write N/A.
Lily Blossom
Anything Else?
Is there anything else we need to know to ensure your child has a safe and enjoyable experience?
At the Nature Centre, we strive to make camp a safe space for all children. If you have identified that your child is neurodivergent, please let us know if there are behaviours or triggers to be mindful of, and ways that we can best support your child at camp (e.g., phobias, helpful support tools, etc.)
Photo Release
Occasionally, photos will be taken during program sessions. These photographs may be published and used by the High Park Nature Centre to illustrate and promote the Nature Centre experience, and its programs for children and families. Names are never published with photos.
I consent to allow photographs of my child to be taken and published by Nature Centre staff during program activities.*
Yes
No
Save
Complete

Policies & Waiver Forms:

You need to indicate you have read and understood our Registration Policies and Waiver. You will also need to indicate that you have read our new policies on drop-off readiness and camp cancellations. **Your spot will be held for an hour after you put the session in your cart, so you will have time to fill out the forms.**



Lupin Howard - Policies

2025: SUMMER CAMP

Close

Weather

Programs will proceed rain, snow or shine. Please dress appropriately for the weather as we will be outdoors for all or most of the activities. We advise wearing long pants, socks, and close-toed shoes to protect against poison ivy in the park.

In the event of extreme weather, HPNC may decide to cancel a program. HPNC will endeavour to provide at least one hour notice of cancellation prior to the start time of the program. **No refunds will be issued.**

Behaviour Policy

At the High Park Nature Centre, we strive to create a safe, inclusive environment for everyone. We want to work with participants/caregivers/teachers to overcome challenging behaviours. Our staff use behavioural management techniques like setting clear expectations for behaviour, positive reinforcement, empowering language, and friendly reminders of what appropriate behaviour looks, sounds, and feels like. When conflicts arise, we guide participants through conflict resolution discussions so they can change their behaviour and continue taking part in High Park Nature Centre programming. When necessary, staff will discuss with participants/caregivers/teachers strategies for improving behaviour.

A Program Coordinator can make the decision to remove a participant from the program due to inappropriate behaviour and refunds will not be provided. Participants will be asked to leave immediately. If the participant is a minor, caregivers will be called in to pick up their youth/child. Examples of inappropriate behaviour include (but are not limited to): violence to themselves or others, hateful/offensive/abusive language, bullying, damaging property, refusing to follow safety rules, repeatedly running out of sight, or continued disruption of the program.

Active Outdoor Play

The High Park Nature Centre promotes awareness and respect for nature through year-round, hands-on outdoor nature education and park stewardship activities. We strongly believe that an important part of connecting with nature involves responsible, active outdoor play.

At Nature Centre programs, we engage in activities such as playing in the soil, balancing on logs and getting dirty. Our staff prioritizes safety by establishing clear guidelines for all participants. Children are encouraged to decide if/when they are ready to participate in these activities and are supervised throughout.

If you have questions or would like to talk with staff about your child's participation in active outdoor play, please talk with us.

Registration Policies

I have read and understood the registration policies*

Yes

Summer Camp Cancellation Policy

We have changed our Summer Camp Refund Policy. Please read through our updated policy.

Requests for cancellations or refunds must be made in writing to info@highparknaturecentre.com.

Requests for cancellations and refunds must be made by the following deadlines:

- **Early Cancellation:** By March 31
- **Late Cancellation:** By May 31
- **No refunds:** After May 31

Early Cancellation: Requests for cancellations and refunds made on or before March 31 will receive a full refund minus the $50.00 non-refundable deposit per registrant per week of registration paid at the time of registration.

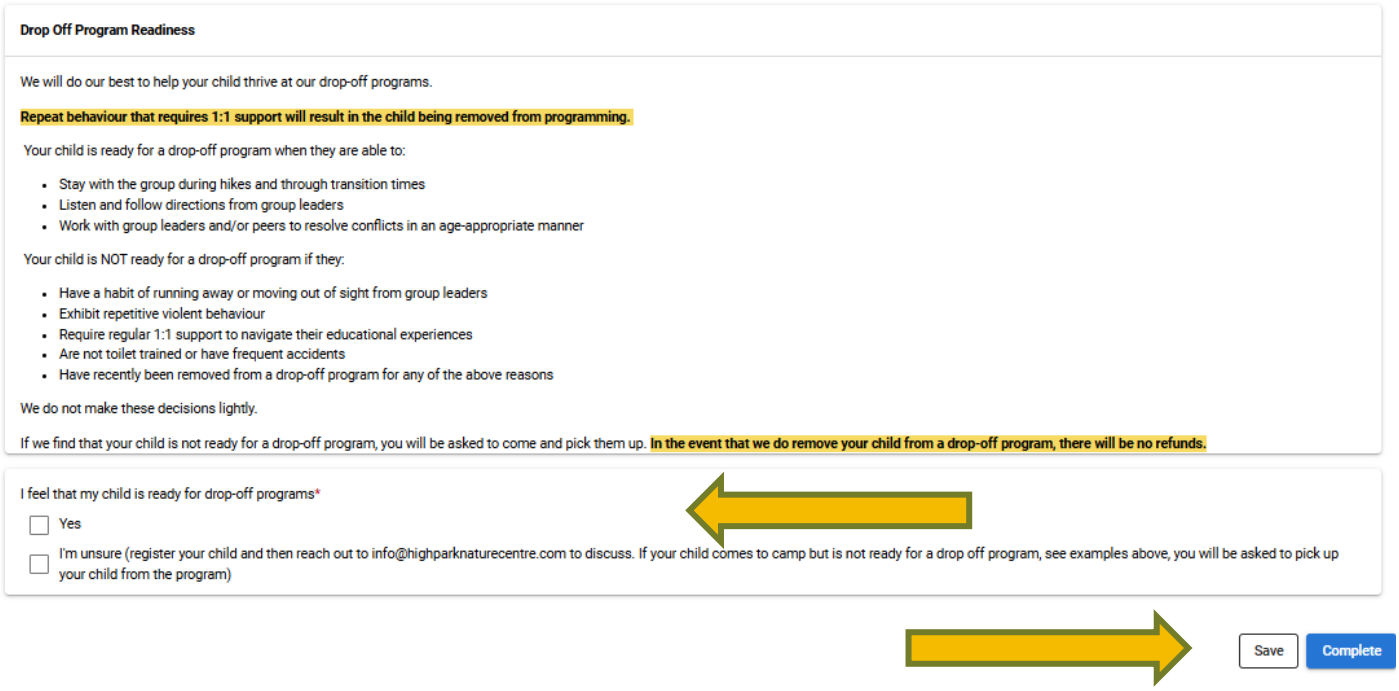
Late Cancellation: Requests for cancellations and refunds made after March 31 and on or before May 31 will receive a full refund minus a $100.00 fee per registrant per week of registration. This cost includes the non-refundable deposit fee and an additional $50.00 late cancellation fee for saving your camp spot for more than two months.

Requests made after May 31 will receive no refund. Camp registrations made after May 31 will also receive no refund for cancellations.

Refunds are not granted for inclement weather or missed days.

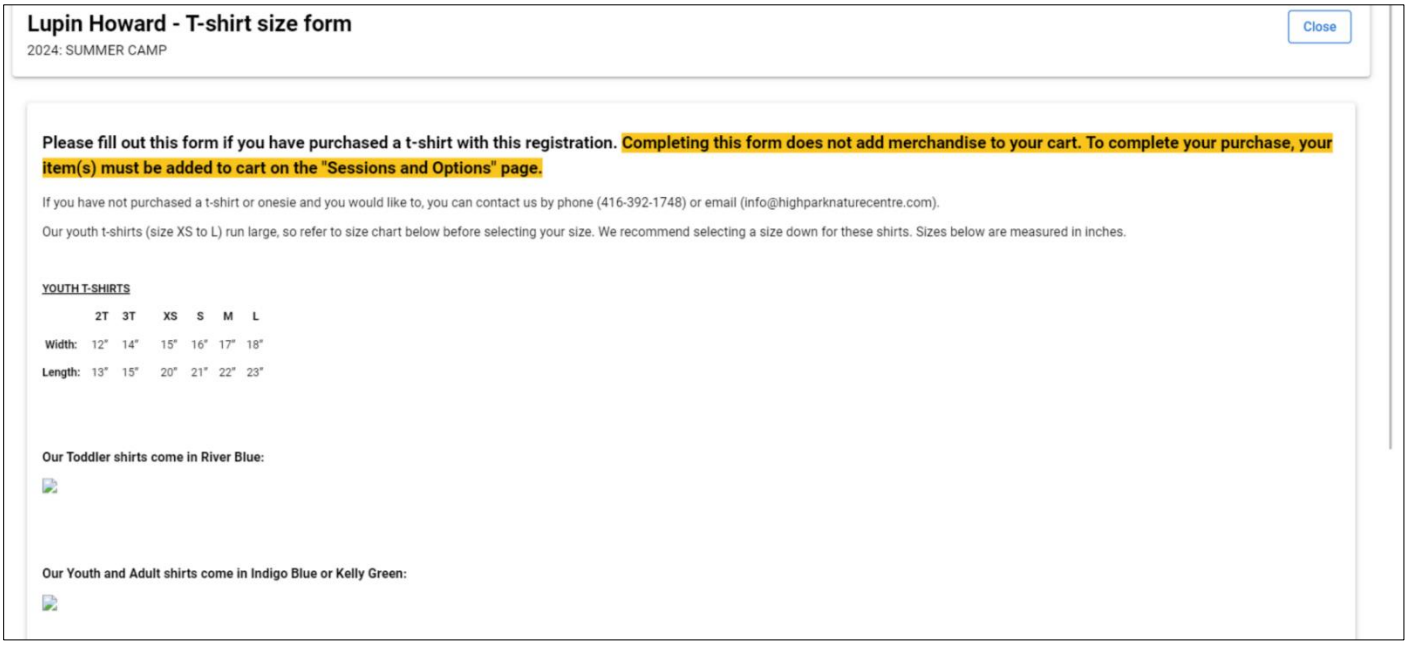
I have read and understand the cancellation policy*

Yes



T-Shirt Size Form

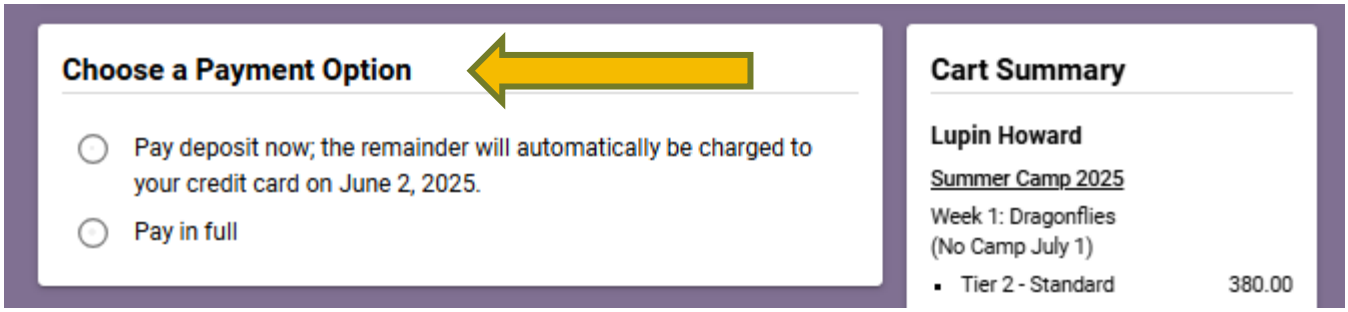
You only need to fill out this form if you have added a t-shirt to your cart.



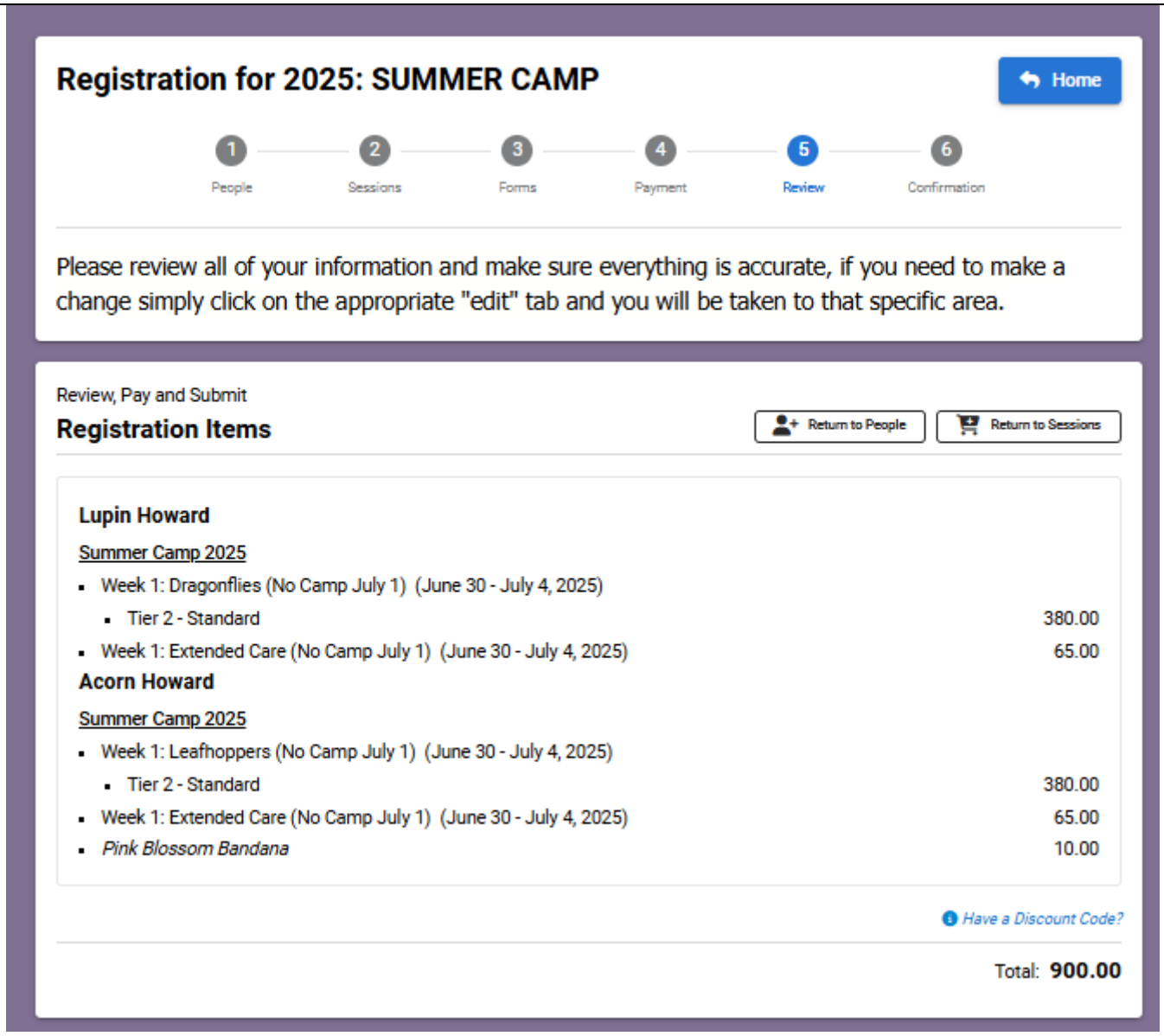
Final Steps & Payment

You have two payment options (The payment method is only via credit card):

- Pay the $50 non-refundable deposit fee (per child, per week) now, and have the remainder charged to your credit card in June.
- Pay in full right away.



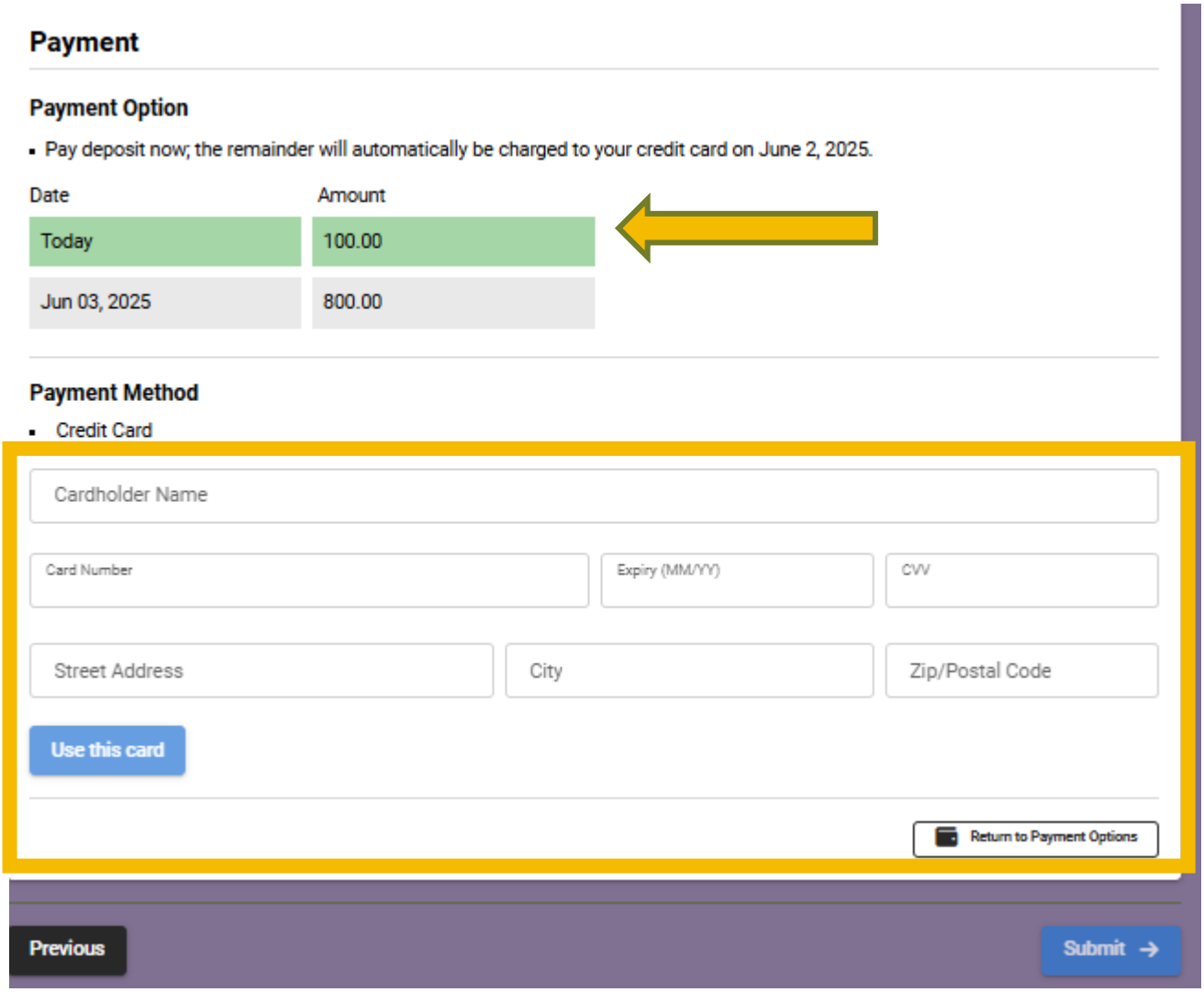
The next page is the final page where you can review all the information, make any edits, see if all the forms are filled and enter your credit card details.



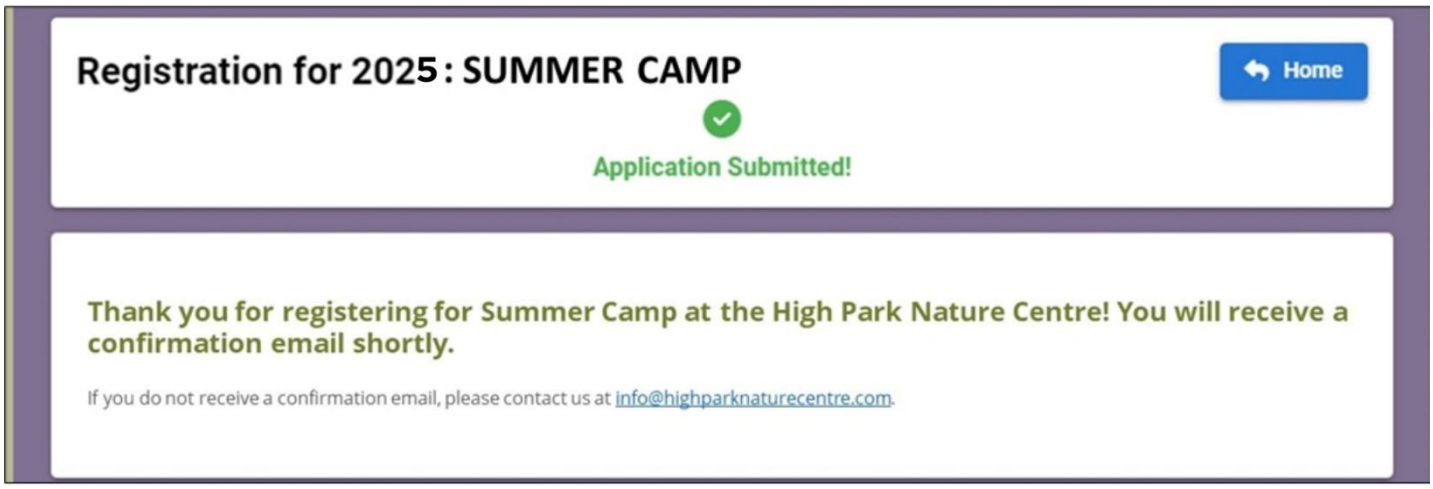
In this example, we have chosen one short week of camp for two campers ($380 x 2) along with a purchase of Extended Care ($65 for a short week) and one bandana ($10) coming up to a total of $900. The only charge on this account today will be $100 ($50 x 2 campers, each in one week of camp). The remaining $800 will be charged in June.

Enter your card information and click submit to complete your registration.

IMPORTANT NOTE: If possible, use a credit card that does not expire before June. Please let us know if your card expires before June. If your card has expired, we will not be able to process your payment and you could lose your child's camp spot.



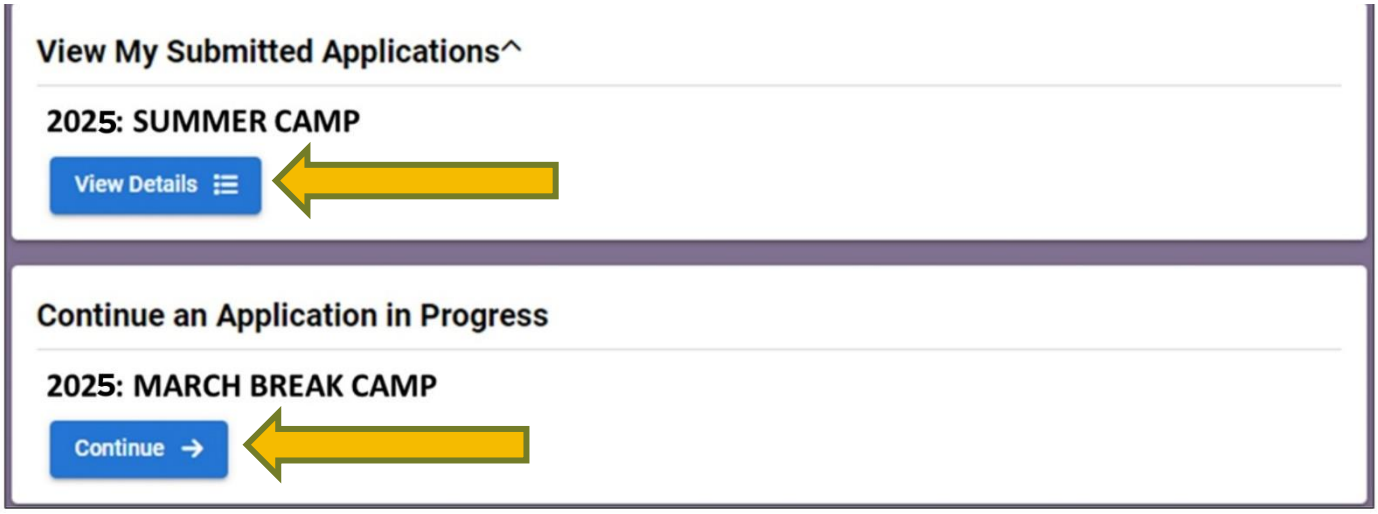
Once you have submitted your payment, you will be shown an "Application Submitted" page which confirms your registration. You will also receive a confirmation email.



Going Back Into Your Account

After you submit your registration, you can log back into the portal at any time to review the information, update paperwork, continue completing an application, etc.

- Click on "View Details" to view completed registrations.
- Click on "Continue" to finish an application that you have not yet submitted.



We hope you find this guide useful. Please don't hesitate to contact us if you have any additional questions or feedback about this guide. We wish you a smooth and hassle-free camp registration day. See you at camp!

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