



Summer Program Registration Policy

How to Register

All registrations are processed through our secure online registration form hosted by GoogleDocs. Please follow “Register Now” links on specific program pages to register.

Register Now: <https://forms.gle/9mQYNpkFTCqyHuw96>

Required ages for programs are posted with each program. If your child is of age within 30-days of the program start date, please call or email the registrar to request an exception. We are unable to make exceptions beyond this.

If you have questions about using our online registration tool please call our office Monday–Friday between 8 am and 4 pm 506 260-6256 or email us at cedarbrooknbcamps@gmail.com.

Checking for Open Space in a Program and Waitlists

Program registration changes quickly. There are two ways to check for open spaces in a course:

- Call our office 506 260-6256
- Click on the “Register Now ” link from our website. Programs will appear with “waitlist” if they are full.

If your program appears waitlisted:

- Waitlists will only appear when a program is 100% full.
- There is no cost to register for a waitlist (*We recommend you register as you won't be charged unless a spot opens and you agree to attend*). Registration is highly encouraged and priority will be given to those who register for the waitlist..
- Space may become available last minute however participation is not guaranteed for those on the waitlist.

- Participants on a waitlist will be contacted in the order they are received, up until 2 weeks prior to a program beginning. If you would like to be removed from a waitlist, please contact our office.
- Participants will be contacted via the primary email address provided
- Up until two weeks prior to a program beginning, participants have 48 hours to accept an open space before we call the next person on the waitlist. Within two weeks, an open space will be offered to the first person to respond.

Scholarships

There are no scholarships available at this time. We hope to offer scholarships and subsidized tuition in future years of the program.

Deposit, Payment, Discounts/Fees, Cancellation and Refund Policies

Cedar Brook Forest School welcomes students who are motivated to learn wilderness and outdoor education skills, speak fluent English, are healthy and socially responsible. We will deny admission to anyone we believe to be unable to meet the safety demands of our courses. We will expel any student who exhibits behavior that is unsafe or disrupts from the educational mission of a course. If a student is expelled, there will be no refund.

Cedar Brook Forest School cancellation/credit and transfer policies are based on our investment in staff, course planning, as well as food and equipment purchases before your program. We cannot recover our expenses if you cancel. Short-notice cancellations often prevent others from attending.

Deposit Policy

A registration deposit of \$100 is required as payment within 24 hours of registration and is non-refundable. Please know that payment in full is required 15 days prior to the first day of the program . If you register for a program within 15 days of the first day of camp then full payment is due immediately. We prefer deposit and tuition fees be paid via e-transfer to cedarbrooknb@gmail.com, however we will accept cash and cheque made out to: Cedar Brook Early Learning.

For questions, please contact our registrar at 506 260-6256 or contact us at cedarbrooknbcamps@gmail.com.

Cancellation Policies

For summer programs, if you choose to cancel or leave a course for any reason:

- 15 or more days prior to the course starting date; you are entitled to a full refund minus the deposit fee.
- 14 days or less prior to the course starting date and once the course has begun, we are unable to offer any refunds or credits.

To cancel an existing registration, please email our Registrar at cedarbrooknbcamps@gmail.com or reply to your confirmation email received at the time of registration.

If any duration of a program is canceled by Cedar Brook Forest School:

Although we rarely need to do so, we reserve the right to cancel a course or change a program duration, tuition or location. Cedar Brook is not responsible for costs associated in these cases. We recommend that you consider refundable tickets for travel.

- We are unable to offer refunds if any duration of a program is cancelled due to inclement weather, or circumstances out of our control.
- If a program is cancelled due to low enrollment, tuition and deposit will be FULLY refundable or transferable to another program.

Transfer Policy

If you transfer from one course to another:

15 or more days prior to each course starting date—no additional charges. Tuition is transferable for the same participant within the same fiscal year. Tuition is non-transferable between participants.

14 days or less prior to the course starting date, regular cancellation and refund charges will apply.

To make changes to an existing registration, please email our Registrar at cedarbrooknbcamps@gmail.com or reply to your confirmation email received at the time of registration.

Illness/Injury Policy

In the event of illness or injury:

- Cedar Brook Forest School will make all attempts to transfer participant to another program within the same fiscal year (Summer programs only).
- If we are unable to transfer a participant, tuition will be refundable minus the deposit as noted above. Tuition is non-transferable between participants (Summer programs only).
- We are unable to pro-rate tuition, or offer make-up days.

Safety/ Weather / Smoke / Air Quality Policy

As an outdoor school we enjoy spending time outside, rain and shine, only retreating to indoor spaces in rare instances of lightning, hazardous wind conditions or wildfires. Cedar Brook has limited indoor space and if staff and campers need for any reason to retreat inside the main building this may result in cancellation of the day's activities and/or require immediate pick-up of campers. This is a rare occurrence and although inconvenient, we place the safety of youth and staff as our highest priority. If at any time the area is deemed unsafe for staff and youth by the Program Director we will cancel camp.

If conditions are unfavorable we may cancel program for the day. We will reach out to all families via email by 7:00am to cancel program for the day.

If your child has additional health concerns or sensitivities and must be withheld from program at a lower level of risk, please let us know so we are aware they are taking the day off. We are not able to offer a refund in this case per our usual registration policies.

If two or more program days a week are cancelled by Cedar Brook due to smoke, fire, or air-quality concerns, you may request a 50% refund per day for the total number of cancelled days. To request a refund, please email the registrar at cedarbrooknbcamps@gmail.com. We are grateful for your support and understanding.

Confirmation Packet

Within 24 hours of completing your online registration , you will receive a confirmation email containing links to the following:

- Program Details & Gear List
- Links to Map/Directions to program location
- Any additional required Forms

If you do not receive your confirmation email or if you have any questions, please contact our registrar at 506 260-6256 or contact us at cedarbrooknbcamps@gmail.com

Required Forms

A Medical and Release form is required for all participants at Cedar Brook. Because of the ever-changing nature of medical and other requested information, we require that the form be updated for *each program* your child participates in. Thank you for understanding.

Directions and Maps to Cedar Brook

Please see our [Contact](#) page for more information.

***Cedar Brook Forest School does not discriminate on the basis of race, color, religion, age, sex, disability, national or ethnic origin, sexual orientation or gender representation.