

## East Windsor Parks & Recreation Summer Camp Registration Policies & Procedures

*Please read the following carefully prior to registering, and then please sign the bottom acknowledging that you have read and understood the procedures.*

### 1. Fees and Payment:

- A. A non-refundable \$10.00 deposit, per child, per week, in addition to the tee-shirt fee is required at the time of registration. This deposit is taken out of the total fees; it is not in addition to the fees per week. *The remaining fees are due NO LATER THAN two weeks prior to the beginning of each camp week.*
- B. Payments that are not received by the beginning of each camp week will be invoiced, and subject to a 10-day grace period. The child can not attend camp unless full payment has been received. There will be no exceptions as this income is what pays for our staff, campers' tee shirts, and camp equipment and supplies for crafts.

### 2. Cancellations/Transfers:

- A. Cancellation of any Camp week can be made without penalty prior to the beginning of each camp week. *There will be NO REFUNDS given for any cancellations made after each camp session has begun.* Weeks can be changed/transferred at anytime once the initial registration is made.
- B. Transfers of Camp weeks MUST be made prior to the Friday before the Camp week in question.
- C. Transfers made once the week in question has begun will NOT be permitted unless it is for health reasons. In this instance the child MUST have a doctor's note excluding him/her from Camp that week.

### 3. No-Show Policy:

- A. Please make sure that you keep a schedule, or record of what weeks your child is registered for. If you forget which weeks your child is registered for and your child does not attend Camp for this reason, *there are NO REFUNDS for the missed week(s).* Please plan accordingly.

### A Note regarding the "Refund Policy":

The reason behind the "Refund Policy" as it is stated in the above bullets is because our Camp is a self-sustaining program. This means that staff payroll, campers' tee shirts, and equipment and craft supplies (which are purchased prior to the beginning of camp) are paid entirely from the fees you are charged for your child's enrollment in this program.

We thank you for your understanding and cooperation in this matter.

I, the undersigned, acknowledge that I have read and understand the above policies as they are stated above.

Signed, \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Name Printed \_\_\_\_\_