

Summer Day Camp Policies & Information

Application Start Dates: Enrollment applications will be accepted as follows: current Children's Center participants starting 2/22/21; McGaw YMCA members and NU affiliates starting 3/1/21; and the remaining community starting 3/8/21. Please use a separate application for each camper. Applications are accepted on a first come, first serve basis. All applications must be completely filled out in order to be processed, and must include payment information for the camp deposit, and supporting documents if applying for financial assistance. Registration is also available online on the McGaw YMCA website.

Membership: To receive member pricing, your camper must be a member at the time of registration through the end of program.

Camper Request: This camper must be in the same grade. We will do our best to accommodate this request based on availability. You may only request one camper, and that camper must also request you.

Registration and Payment Policies:

Full payment for each session is due prior to the session start date. PAYMENT MUST BE RECEIVED by the due dates. If registering for a camp after the due date, full payment is due immediately. Camper will not be allowed to start with a balance due.

Multi-Child Discount Summer Day Camp families will receive a \$25 discount for each week during which you have more than one child registered. The discount applies to the lowest fee.

Day Camp registration requires a non-refundable, non-transferable \$25 deposit per camper per week. Deposits will go towards the total payment of the camp week.

Wait lists are started when a camp session is filled. There is no fee for a wait list enrollment. If your child is offered a spot in camp, the regular deposit will be due immediately and/or full payment will be assigned if the due date has passed.

Program fees are NOT refundable. Classes missed due to weather, holidays, choice of party, disruptive behavior may not be made up, credited, or refunded.

If you would like to make a change to your camper's registration, please submit the Summer Day Camp Transfer/Withdrawal Form to the Children's Center. (Deposits are non-refundable and non-transferable).

In order to provide a quality camp for all participants, camp registrations for any given week are due 1 WEEK prior to the start of your preferred camp week, space permitting.

Scholarships If you wish to apply, you must include an application and your most recent federal 1040 tax form. Families must be members in order to qualify. Your scholarship will be processed at the same time as registration. If we do not receive your 1040 at the time of registration, your scholarship will only be applied towards future payments. You will receive separate notification by mail about your scholarship

award. If the scholarship award is not sufficient to enable your camper to attend, we will refund your deposit. You must notify us by the due dates specified in your scholarship award letter to be eligible for a refund of your deposit.

If you are approved for the Child Care Assistance Program (CCAP), you must include your approval letter with the enrollment application to pay the reduced \$5 deposit per week.

Special Needs We are fully committed to the participation of all individuals in our programs, and will make every effort to meet your child's needs based on our available resources. Please contact Andrea Hillsamer at 847.475.8580 Ext 313 to discuss possible options **prior** to registration.

Billing & Paperwork Information Parent information packets and other informational materials will be sent to the parent's email provided at the time of registration. Paper copies of the enrollment packets are also provided for any registrations completed in-person or upon request. Invoices will be mailed two weeks prior to payment due dates. All invoices will be mailed to the camper's address provided at the time of registration. We are unable to send mailings to multiple addresses. Your parent information includes required state licensing forms as well as information about camp (what to bring, camp rules, etc.).

The enrollment packet provided at the time of registration will be mandatory to attend camp.

Paperwork is due for all campers on May 14th. We will provide paperwork check-in times for you to visit the Children's Center and fill out your paperwork in-person if you prefer. Please see below for paperwork check in dates under **"Important Dates."**

Parent Manuals/Communication The parent manual and camp calendar/schedule will be sent via email prior to the start of camp. It will also be available at the Children's Center and many informational items are available online. Please read it thoroughly and discuss expectations with your camper. Parents will also receive an email before each week of camp with a summary of what to expect. All of our communications will be done through email – please make sure you have the most up-to-date email on file. If you are not receiving our emails, please make sure that you are subscribed to our Constant Contact list, and be sure to check your spam and junk-mail folders, as we have been having trouble with G-mail going to spam.

Important Dates

Payment Due Dates:

Weeks 1 & 2 – May 1, 2021

Weeks 3 & 4 – May 15, 2021

Weeks 5 & 6 – June 1, 2021

Weeks 7 & 8 – June 15, 2021

Week 9 – July 1, 2021

Paperwork Check-In Dates: (at the Children's Center)

Friday, April 23rd from 3:30 pm – 5:00 pm

Tuesday, April 27th from 8:00am-9:15am

Wednesday, May 5th from 3:30 pm – 5:00 pm

Monday, May 10th from 3:30 pm – 5:00 pm

Paperwork Due: Friday, May 14th

1st Day of Camp: Wednesday, June 9th, 2020

Questions/Staff

For Day Camp program questions, call Andrea Hillsamer at 847.475.8580 x313 or email at andrea@mcgawymca.org. For Registration questions, call Alyssa Thompson at 847.475.8580 x335 or email at alyssat@mcgawymca.org. For Scholarships and Financial Assistance, call Dan Haracz at 847.475.8580 x318 or email at danielh@mcgawymca.org.