

# Gahanna Spring Break Camp 2016

City of Gahanna Department of Parks & Recreation

200 S. Hamilton Road, Gahanna, Ohio 43230

Parent or Guardian First Name : \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Resident \_\_\_\_ Non-Resident \_\_\_\_ Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Camper's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

## **ALL FORMS MUST BE COMPLETED & RETURNED BEFORE YOUR CHILD ATTENDS CAMP!**

### **This includes:**

- **Registration Form** (*this form to turn in at time of registration*)
- **Health History Form complete on ePACT portal including** (*invitation to be emailed by ePACT after camp registration*):
  - ◇ **Immunization Record**
  - ◇ **Pick Up Authorization**
  - ◇ **Copy of Insurance Card (FRONT & BACK)**

### **This form can be:**

- Dropped off at the Parks & Rec front desk
- Mailed to Department of Parks & Recreation
- Faxed to 614-342-4351
- Emailed to parksandrec@gahanna.gov

### ***Policy Acknowledgement***

I have received a copy of the respective 2016 Parent Handbook. I understand and agree to follow the outlined policies and procedures wherein.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Payment Method**

Cash       Money Order # \_\_\_\_\_       Check (payable to City of Gahanna) # \_\_\_\_\_

Credit Card - Full payment       Credit Card - Installment Billing (see attached for more details)

Please bill my credit card (circle one): MC    Visa    AMEX    Discover

\_\_\_\_\_  
Printed name as it appears on card

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Signature of Cardholder

# Gahanna Spring Break Camp 2016

## Refund and Credit Policy

### **ABSOLUTELY NO CREDITS, REFUNDS, OR TRANSFERS WILL BE ISSUED FOR CUSTOMER REQUESTED CANCELLATIONS AFTER MARCH 11, 2016.**

Gahanna does not offer customer-requested refunds for any programs, including Camp. Customer requested cancellations or transfers received on or before March 11, 2016 will receive department **household credit *only***.

- Credits expire one year from the date issued.
- Customers using a household balance to register for a program will forfeit their credit, if they choose to un-enroll in the program.

**All customer requested cancellations and changes are subject to a \$25 administrative fee.**

- This includes transferring from one week of camp to another.
- If changes to registration are made more than one time, multiple administrative fees will apply.

**Absolutely no credits or transfers will be issued for customer requested cancellations after March 11, 2016.**

- This includes missing any portion of camp due to vacation, schedule conflict, or any non-emergency situation.

**Refunds or credits for hardship and emergency situations must be requested by letter to the Department Director.**

- *Hardship situations* are defined as a job transfer of 25 miles or more away or serious medical condition. Requests must be accompanied by proof and should be presented within 2 weeks of first occurrence impacting camp attendance.
- *Emergency situations* are defined as camper illness, injury, or medical emergency. Requests must be accompanied by proof and should be presented no less than one week prior to affecting camp attendance.

### ***Policy Acknowledgement***

I have read, understand, and agree to the Gahanna Spring Break Camp 2016 Refund and Credit Policy.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_