

Gahanna Summer Camp Experience 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 _____ T-shirt Size ____ Circle: Youth OR Adult

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)**

**Only in-house Camp Friendship Camping Company programs will be using ePACT. Contract camps may have their own forms.*

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

For participation in Parks & Recreation run programs, I acknowledge that I have received a copy of the respective 2016 Parent Handbook. I understand and agree to follow the outlined policies and procedures wherein. For participation in non-Camp Friendship Camping Company programs, I acknowledge that the contractor will inform me of specific details and information pertaining to any policies and procedures.

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 Summer Camp Experience 2016 Installment Billing Policy

Now available for any Household registering for any summer camp program

Installment Billing allows households to pay for camp registrations in up to 4 installments of the following pre-defined dates and amounts. This option is available for participants registering prior to May 27, 2016.

Date of registration:

- **February 27—March 26, 2016:** 25% due at time of registration; 25% on March 27, 2016; 25% on April 27, 2016; 25% on May 27, 2016
- **March 27—April 26, 2016:** 34% due at time of registration; 33% on April 27, 2016; 33% on May 27, 2016
- **April 27—May 28, 2016:** 50% due at time of registration; 50% on May 27, 2016

****Installment Billing is not an option for any registrations on or after May 27, 2016 ****

The Installment Billing option follows the regular camp refund and cancelation policy as outlined in the Parent Handbook.

I understand that:

- The amount specified above will be automatically debited from my credit card or checking account on the dates specified above.
- My child may not be allowed to attend camp if any payment is declined.

Policy Acknowledgement

I have read, understand, and agree to the Gahanna Summer Camp Experience 2016 Installment Billing Policy, including additional stipulations for related to installment billing.

Parent/Guardian Signature: _____ **Date:** _____

Gahanna Summer Camp Experience 2015

Refund and Credit Policy

ABSOLUTELY NO CREDITS, REFUNDS, OR TRANSFERS WILL BE ISSUED FOR CUSTOMER REQUESTED CANCELLATIONS AFTER MAY 13, 2016.

Gahanna does not offer customer-requested refunds for any programs, including Camp. Customer requested cancellations or transfers received on or before May 13, 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 May 13, 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 more than one week after affecting camp attendance.

Additional Stipulations for refunds relative to "Full Summer" 11 week enrollments:

For your convenience, and in case of any transfers or cancellations, the "Full Summer" discount is spread out across each week, instead of making one week \$0.00. As a result, each week will be discounted about 9%, coming to a total discount amount of one week's price.

Due to the incentive offered for 11 Week Registrations, the refund schedule and *additional requirements* for any and all cancellations, changes, etc. for "full summer" enrollments is listed below:

- Cancellation of 1 week: No Refund/Credit (please give notification)
- Cancellation of 2-10 weeks: Each week will be credited at the discounted rate originally paid, minus the \$25 administrative fee charged for the change.

For example, if a **resident** registers for 11 weeks of Camp Friendship – Traditional at Hannah Park, under the "Full Summer" **early bird** rate of \$1,650—there will be no credit for the first week cancelled. If, in total, 3 weeks of camp are cancelled prior to May 13, 2016—the credit total would be \$150 per week (a total of \$300) minus the \$25 administrative fee, for a total household credit of \$275.

Policy Acknowledgement

I have read, understand, and agree to the Gahanna Summer Camp Experience 2015 Refund and Credit Policy, including additional stipulations for refunds relative to 10 week enrollment.

Parent/Guardian Signature: _____ **Date:** _____