



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

YMCA Camp Duncan

## PAYMENT POLICY FORM SUMMER 2019

**Note: All Campers must have this form on file.**

Camper's Name: \_\_\_\_\_  
Last Name First Name

1. Campers must be registered prior to the first day of each session.
2. The \$25.00 deposit per session is non-refundable and non-transferable.
3. Parents/Guardians of campers not registered for camp will be sent to the Main Office to determine if space is available and to pay necessary fees.
4. **Balance of fees must be paid the Wednesday prior to the first day of the session starting.** Campers whose fees are not paid by the first day of a session will not be permitted to stay at camp. Parents will be required to pick up their child by 10 a.m. if he or she was dropped off at camp without their session fees being paid in full. The Y will call the authorities if the child(ren) is not picked up before 10 a.m.
5. After initial registration, you must email Susie Melton at [smelton@ymcachicago.org](mailto:smelton@ymcachicago.org) to add/cancel any sessions. No session add-ons will be accepted by staff at check-in or check-out.
6. **Cancellations must be made prior to the camp session starting.** To cancel your day camp session, email Susie Melton at [smelton@ymcachicago.org](mailto:smelton@ymcachicago.org). Cancellations will not be accepted by staff at check-in or check-out.
7. Parents/Guardians will be responsible to pay for any balance of camp fees for the current session if a cancellation is made after Monday of the session. Failure to notify the Main Office of your cancellation will also result in a forfeit of your already paid camp fees.
8. Refunds and credits are issued for medical reasons only and are issued upon receipt of a licensed medical doctor's written authorized medical statement.
9. Refunds are not issued for campers going home early due to disciplinary action or homesickness.
10. There is no reduction of fees or credit given for days not attended within your day camp session.
11. Approved refunds: Cash and check payments are sent by mail six to eight weeks after cancellation. Credit card payments are credited back to appropriate card within the same day.
12. The parent/guardian who registers a child is responsible for payment of fees. If custodial payment agreements are legally in place, it is the responsibility of the parent who registers the child to see that these payment agreements are followed through upon, or must personally see that fees are paid in full the first day of the camp session.
13. Sessions added after Wednesday of the week before the desired session are subject to the late fee. (Part time = \$225/Full time = \$280)
14. Failure to fulfill camp payment for two weeks (does not need to be consecutive), the child(ren) may be removed from the Day Camp program for the rest of the year.

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I do hereby affirm that I have read and understand the Day Camp Payment Policy. I understand that YMCA Camp Duncan reserves the right to dismiss a camper and require the parent/guardian to pick up the child from the program if all fees are not paid in full prior to the first day of a session.

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