

Adventure Bound Day Camp & Middle School Camps Policy Acknowledgement Form

Please read & initial the following policies

If you have any questions regarding registration procedures or your child's enrollment in Adventure Bound Day Camp, please contact Kelly Rathbun, Day Camp Director, at (970) 962-2487 or via email at kelly.rathbun@cityofloveland.org.

_____ **Registration Fee & Weekly Deposits:** A \$35 non-refundable registration fee is due at the time of enrollment. This fee covers the cost of a program t-shirt (to be worn on all off-site field trips), daily use of Rocky Mountain Sunscreen (SPF 50+), access to online Brightwheel enrollment profiles, and administrative costs for household account management including registrations, transfers, & cancellations/withdrawals. A \$25 deposit for each week your child will attend is due at the time of registration.

_____ **Payment Schedule:** The remaining balance of camp weeks is broken into 3 monthly payments as follows:

May 15th (weeks 1-4 due)

June 17th (weeks 5-9 due)

July 22nd (weeks 10-12 due)

You can pay your camp balance online (www.CityofLoveland.org/WebTrac) or in-person at the Chilson Center front desk, via cash, check, Visa, Master Card, American Express or Discover for payments. Payments cannot be made over the phone. If payments are delinquent, The City of Loveland has the right to send the full unpaid balance due on an account to a Collection Agency.

_____ **Transfers, Cancellations, & Refunds:** All transfers, cancellations, and refund requests must be submitted **IN WRITING**. Camp Transfer/Refund Forms are available online and at the Chilson Center front desk. They must be submitted to the front desk or emailed to Kelly Rathbun at kelly.rathbun@cityofloveland.org. In order to be eligible for any refund, please be sure to read, complete, and sign all sections of the Camp Transfer/Refund Form.

Transfers of camp weeks will be allowed without penalty through **Friday, April 26, 2019** depending on schedule availability. Transfer requests after Friday, April 26, 2019 and ALL cancellations may be subject to deposit forfeiture. Cancellations made less than 10 working days prior to the week your child is scheduled to attend are subject to forfeiture of 50% of the weekly fee. No refunds will be given for cancellations made less than 5 working days prior to the week your child is scheduled to attend.

_____ **Enrollment Profiles & Immunization Records:** Each camper must have emergency contact/authorized pick-up information, health/medical history including REQUIRED immunization records and any necessary medication forms, social/family history, and liability/release waivers completed prior to attending camp. Enrollment profiles (online/paper forms) must be completed by **Friday, May 17, 2019**. NOTE: Campers requiring medication to be administered while at camp will need appropriate forms completed and signed by a physician before being uploaded to the Enrollment Profile. Please call (970) 962-2487 or email kelly.rathbun@cityofloveland.org to obtain these forms.

Please sign & date your full acknowledgment of the above policies:

Parent/Guardian Signature: _____ Date: _____

QUESTIONS? Call (970) 962-2487 or email kelly.rathbun@cityofloveland.org

