



Camp Compass Registration Procedures & Fee Information

Effective for 2018 Summer

(Updated 4/13/2018)

Participant Name: _____

Camp Compass has a substantial impact on Belvidere Park District’s financial position, which means that the revenue and expenses for the program undergo regular review. The financial stability of this program is critical to Belvidere Park District’s ability to continually offer our programs and services. At this time, the following procedures have been set forth to accommodate the continued success of Camp Compass.

PARTICIPANT INTAKE PROCEDURE:

In order to register for Camp Compass, each participant must complete a Camp Compass Registration Packet which includes the following:

- Camp Compass Parent Handbook
 - Program Registration Form
 - Camp Compass Information & Registration Procedures
 - Credit/Debit Authorization Form
 - Annual Information & Emergency Contact Form
 - Authorized Pick Up Form
 - Field Trip Waiver
 - Medication Dispensing Waiver (as needed)
 - Getting to Know Your Child
- OR**
- Recurring Credit Card Charge Authorization Form

Camp Compass FEE INFORMATION:

Camp Compass 2018 will be conducted in 11, one-week sessions starting May 29th– August 10th. A non-refundable deposit of \$20 can be made to reserve your weeks of camp.

The registration deadline is the Wednesday at 11:59pm before the week attending.

<u>Age Group</u>	<u>Code</u>	<u>R/NR after 5/1</u>	<u>Dates</u>	<u>Time</u>	<u>Days</u>
Discover (Ages 3-5)	410016-(01-11)	\$145/\$215	5/29-8/10	7:00 – 6:00 pm	M-F
Explore (Grades K-1)	410026-(01-11)	\$145/\$215	5/29-8/10	7:00 – 6:00 pm	M-F
Achieve (Grades 2-3)	410036-(01-11)	\$145/\$215	5/29-8/10	7:00 – 6:00 pm	M-F
Lead (Grade 4-5)	410046-(01-11)	\$145/\$215	5/29-8/10	7:00 – 6:00 pm	M-F
Succeed (Grade 6-8)	410046-(01-11)	\$145/\$215	5/29-8/10	7:00 – 6:00 pm	M-F

****Fees will be prorated for shortened holiday weeks****

PAYMENT PROCEDURE:

1. Payment Options:

- a. ACH Payment Option (Installment Billing - automatic weekly withdrawal from a debit/credit card or your checking account):
 - Complete a “Belvidere Park District Credit/Debit Authorization Form” or a “Recurring Credit Card Charge Authorization Form.”
 - First payment for Camp Compass is due at time of registration and will be withdrawn within 24 hours of registration.
 - Remaining payments will be withdrawn on Thursday mornings before the week attending.
- b. NON-ACH Payment Option (payments made at time of registration):
 - All registration payments are due in full at the time of registration by cash or check in person or debit/credit card in person or online.



Camp Compass
Registration Procedures & Fee Information

Effective for 2018 Summer

(Updated 4/13/2018)

Participant Name: _____

2. EMV Compliance

In compliance with EMV, phone payments will not be taken.

3. Prompt Payment

Prompt payments are essential to Belvidere Park District programming, the participant, & their family. If payment is not prompt, your child will be removed from the program.

4. Payment Interruptions

- Payment Declined: A phone call will be made by the Business Office to the phone number provided. If you are not reachable by phone, an email will be sent. A new form of payment is expected in person before your child can attend the next week.
- Processing Fee & NSF Fee: If a payment is rejected and/or bounced, you will be assessed a processing fee of \$10.00, as well as, be charged a \$35.00 NSF fee. All fees must be paid before a participant can return to the program.

5. Removal From & Reinstatement In Camp Compass

- Repeated Payment Rejection (Bouncing): participant will be removed from the program and his/her place will be forfeited to the next individual seeking to register.
- Camp Compass Reinstatement:
 - If a participant requests reinstatement, the following must occur:
 - All outstanding balances must be paid in full.
 - 3 weekly payments must be submitted and clear the bank, up front. 1 payment will be applied to current participation. The 2nd and 3rd payments will be applied towards the last 2 payments for the summer.
 - Weekly payments begin immediately; in line with the current payment schedule & **MUST** be through the ACH option.
 - Consideration for reinstatement will be given on a case by case basis and **ONLY** if there is a space available.

REFUND PROCEDURE:

There are no refunds or credits given for missed days; including personal vacation time off and program suspensions due to behavior. It is the responsibility of the parent/guardian to choose the weeks of care needed.

- Exception: will be given with a written doctor's note stating that the participant was ill for an extended amount of time and under the care of a physician.
 - Doctor's note must be presented to the Recreation Supervisor in order for any refund to be considered and a refund request form must be filled out.
 - On a case by case basis, refunds may not be given if discounts were previously applied to participant's registration.



Camp Compass
Registration Procedures & Fee Information

Effective for 2018 Summer

(Updated 4/13/2018)

Participant Name: _____

PLEASE SELECT CHOICE OF PAYMENT:

PAYMENT OPTION 1:

- Automatic payments from your credit card or bank account on the Thursday the week before attendance. In the event this date falls on a holiday or non-business date this payment would be deducted on the next available date.

PAYMENT OPTION 2: NON-ACH PAYMENT (Payments made at time of registration)

- No automatic payments. You will come into the River's Edge Recreation Center at 1151 W. Locust St by the Wednesday before the week of attendance and pay your payment in person. In the event this date is a holiday the payment would be due on the next available business date.

****All payments will begin May 24th 2018. A \$20.00 NON REFUNDABLE deposit is due at the time of the registration and will go towards the balance of that week****

Camp Compass REGISTRATION PROCEDURES & FEE INFORMATION
ACKNOWLEDGEMENT/AGREEMENT

I have read and understand the Camp Compass Fee Information & Registration Procedures. I agree that, if at any time, I do not understand the above information I will seek out the information by contacting the Recreation Supervisor.

Parent/Guardian Signature: _____ Date: _____

Recurring Credit Card Charge Authorization Form

I (**we**) hereby authorize, The Belvidere Park District, to make recurring charges to my credit card listed below, and, if necessary, initiate adjustments for any transactions credited/debited in error.

This authority will remain in effect until The Belvidere Park District is notified by me (us) in writing to cancel it in such time as to afford The Belvidere Park District and credit card company a reasonable opportunity to act on it.

Name –PLEASE PRINT AS APPEARS ON CARD

Address-PLEASE PRINT

Phone Number/EMAIL-PLEASE PRINT

_____ Visa/MasterCard _____

_____ **Last 4 digits of card**

Please circle

_____ **Expiration Date**

_____ **CVV Code**

_____ **Charge Amount**

_____ **Billing Zip Code**

_____ **Signature**

_____ **Effective Date**

****2018 CAMP COMPASS PROGRAM****

Checking Account Credit/Debit Authorization Form

I (we) hereby authorize **Belvidere Park District** (The Company) to initiate a debit entry to my (our) checking account at the Financial Institution indicated below, and initiate adjustments (if necessary) for any transactions debited in error. This authority will remain in effect until the Belvidere Park District is notified by me (us) in writing to cancel it in such time as to allow the **Belvidere Park District** and Bank a reasonable opportunity to act on it.

Name of Financial Institution: _____

Location (City & State): _____

Financial Institution's Routing Transit Number: _____

Checking Account Number: _____

Customer Signiture _____ **Date** _____

Customer Name (Print) _____

****Please attach a copy of a canceled check****

****Should this payment be returned you will be responsible for fees (\$35.00) accessed to the Belvidere Park District as a result of your returned item/s**

**** Should this payment be returned during any of the billing cycles you will be removed from the installment billing/automatic ACH program and then prepay thereafter.**

****2018 CAMP COMPASS PROGRAM****