

JOLLY FUN DAY CAMP POLICY SHEET-ALL LOCATIONS

PLEASE PRINT YOUR NAME _____ We have enclosed the Day Camp **Registration Form**, the **Registration Fee**, the **First Week Tuition**, and the **Last Week Security Deposit** for the total amount of \$ _____.
The **Registration Fee is Non-Refundable**. The First Week Tuition and the Last Week Security Deposit **may be refunded with a proper two (2) week written notice on file**.

CAMP SITE EXTENDED HOURS: Please note camp site extended hours per listing. **CAMP HOURS ARE 9:00 AM TO 3:30 PM.**

Norridge Location: 6:30 am to 6:00 pm

Prospect Heights Location: 6:30 am to 6:00 pm

DROP-OFF AND PICKUP ONLY: Please have your child(ren) at their camp site no later than **8:30 a.m.**, to ensure they make bus loading for the daily camp activities. For security reasons, please personally escort your child(ren) into the building, sign-in and notify a counselor of their arrival. Buses are scheduled to leave promptly at 9:00 a.m. In the evening, sign-out your child(ren) and check the group folder for parent information.

CAMPER ATTENDANCE: We recommend that the first two scheduled weeks in camp be consecutive to allow your camper(s) the opportunity to adjust and make friends in camp.

PROGRAM CHANGES: Please see the office for the "**CHANGE OF INFORMATION FORM**", which must be filled out and signed by the parent and the director in order to make changes of any kind. **A FULL TWO WEEKS NOTICE MUST BE GIVEN IN WRITING to delete weeks.** Weeks may be added on a space available basis.

DRESS CODE: Each camper is required to be dressed in a camp T-shirt, shorts, socks, rubber soled shoes and additional cover clothing suited to the weather and the activity scheduled for that day. **CAMP T-SHIRTS ARE REQUIRED TO BE WORN DAILY.** Additional regular or tank top T-shirts may be purchased at a cost of \$10.00 each. **CAMP TOWELS** are available at a cost of \$15.00 each. Please label **all clothes** and towels with your child's name using a permanent marker. **ALL ITEMS MUST BE LABELED.** Jolly Fun Day Camp is not responsible for lost items.

SWIMMING: We swim four mornings per week, beginning week 2 thru week 11 (weather permitting). On swim days campers should bring a swim suit, sun screen, and towel. Please bring swim gear regardless of what the weather looks like in the morning, as it may be possible to swim later in the day. I give my child(ren) permission to participate in any and/all water activities.

ROLLER SKATING: Our summer program will include several roller skating sessions. On roller skating days, which will be indicated on the camp schedule, please have your camper wear heavy socks. **NOTE:** Due to state regulations, all campers must wear socks to be permitted on the roller rink floor.

CAMPER SPENDING MONEY: The camp will designate specific field trip days when a small amount of spending money may be used. These days appear with a (\$) sign on the summer camp schedule. The recommended amount of spending money is **\$4.00 - \$5.00**. Please note, we cannot be held responsible for lost money. Parents of younger campers (**Apaches, Bunnies, Buccaneers & Leprechauns**), should put their money in an envelope with their name on it and hand it directly to the camp office.

PAYMENT: Tuition may be paid by cash, check, money order, certified check, Visa or MasterCard. The security deposit is applied to the last scheduled week in camp. Tuition is due preceding each week your child(ren) are to attend. Jolly Fun Day Camp will be closed on the Fourth of July. The full tuition is charged for that week. **Please note:** Should the holiday occur on a Saturday, we will be closed on Friday. Should the holiday occur on a Sunday, we will be closed on Monday.

For **Norridge/Prospect Heights** tuition received after close of day on Friday is delinquent and will be charged an additional \$20.00 (Twenty Dollars) weekly until the delinquent tuition is brought current. **Any week that is marked for attendance will be charged even if the child does not attend for any reason due to illness or vacation.**

Non-Sufficient funded checks will be charged \$25.00 (Twenty-Five Dollars) and future payments must be paid by a money order or certified check. If the outstanding balance is not paid within 30 days, your account will be processed for outside collection. Should this be necessary, an additional minimum charge of \$100.00 (One Hundred Dollars) or 50.0% of the outstanding balance whichever is greater is charged as a collection fee. Should it be necessary to initiate litigation, there will be a charge for attorney fees and court costs. At **discontinuation**, if the account is carrying a **credit balance, refunds** will be available for pick up within six weeks. Lost checks will incur a \$25 stop payment fee to be re-issued

LATE ARRIVAL FEES: Our camp site locations close promptly at 6:00 p.m. Parents who arrive after the 6:00 p.m. closing time will be charged a **late fee of \$15.00 for each 15 minutes, or portion thereof, that you are late.** This money is used to reimburse teachers for the inconvenience of staying after closing and the money should be paid directly to them in cash. **If your child is not picked up by closing time, and we have not been notified, the following procedures will be implemented.** 1. Two teachers will stay with your child. 2. All parent numbers and emergency contact numbers will be notified 3. If no one is reached within a **reasonable time frame, the child will be given to the local police authorities.**

PRE-PAYMENT BENEFIT: Families who prepay the entire summer (minimum 10 weeks) receive a 2% discount on tuition and a free camp beach towel.

COMMUNICATIONS: Parents will receive a weekly copy of our camp newsletter "**THE FUN TIMES**", which will inform both campers and parents of the planned activities for the coming week. We have an open door policy and encourage parents to call or come into the office at any time if they have questions or concerns.

EMERGENCY CLOSINGS: No refunds or credits will be issued if the day camp closes for any reason.

I have read, understand and agree to abide by the above stated policies. I understand that the **Registration Fee is Non-Refundable**. The First Week Tuition and the Last Week Security Deposit **may be refunded with a proper two (2) week written notice on file**.

1st Child's Name _____ 2nd Child's Name _____ 3rd Child's Name _____

Parent's Signature _____ Date _____

PLEASE RETURN THE WHITE COPY WITH THE REGISTRATION FORM AND KEEP THE YELLOW COPY FOR YOUR RECORDS