

Attendance Form 2018

For Children Age 4 to Entering 6th Grade

Summer Camp Connection

To register, please complete all forms and return them with the non-refundable registration fee to any Park District office. Please call 630.554.1010 for additional information. The daily rate for Camp Connection is \$52. Fees are due one week prior to the beginning of each session.

Child's Name _____ Phone Number _____
 Parent/Guardian Name _____ Email _____

New for 2018: Health and Emergency Forms will be completed online. You will receive an email with a link once you register. Online Health and Emergency forms must be completed before your child can attend camp.

Circle your location preference and indicate choice of days:

Choice of School Site (*location preference is based on availability*):

- Homestead
(entering 1st-6th)
- Wolf's Crossing
(entering 1st-6th)
- Prairie Point
(entering 1st-6th)
- South Point
(entering 1st-2nd)
- Junior Camp
(Age 4- entering K)

Choice of Days (circle all days your child will attend):

May/June 2018

M	T	W	Th	F
	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 2018

M	T	W	Th	F
2	3		5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2018

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13				

Absences/Credits

If your child will be absent and it is unplanned, please notify us by calling your Camp Connection site. Please notify the staff in advance of all planned absences. No credits are issued for absences or vacations.

Registration Fee (a non-refundable fee assessed once for the summer and due at the time of registration):

- School District 308 Resident:** \$50 through April 13 | \$75 April 14 and after
- Non-School District 308 Resident:** \$80 through April 13 | \$110 April 14 and after

Registration Deadlines

In order to plan for the week ahead, we request that you register your child before 12:00pm on the Wednesday prior to the week you would like your child to attend. We understand that there may be occasions when it isn't possible for you to register your child within the required time frame. In the event that this happens, we will make every effort to accommodate your child at one of our sites. An additional \$30 late registration fee will be applied to registrations processed after 12:00pm on the Wednesday prior to the week you would like your child to attend.

(More information on Registration Deadlines & Fees on next page)

Deadlines & Scheduling Fees

Adding Days

If you would like to add days to your child's registration, inform the Registration Coordinator at 630.554.4064 of these requests by the deadline listed below. Your first change will be processed at no additional charge. A \$15 charge will be added to your fee for each additional request. After the deadline listed below, a \$30 charge will be added to your fee. Please note that all requests are dependent upon space availability, transportation, and other camp specific requirements.

Week of Attendance	Registration/Addition Deadline
May 29*	Wed, May 23 at 12:00pm
June 4	Wed, May 30 at 12:00pm
June 11	Wed, June 6 at 12:00pm
June 18	Wed, June 13 at 12:00pm
June 25	Wed, June 20 at 12:00pm
July 2**	Wed, June 27 at 12:00pm
July 9	Tue, July 3 at 12:00pm
July 16	Wed, July 11 at 12:00pm
July 23	Wed, July 18 at 12:00pm
July 30	Wed, July 25 at 12:00pm
August 6	Wed, August 1 at 12:00pm
August 13 (last day)	Wed, August 8 at 12:00pm

* closed May 28 | ** closed July 4

Adjustments/Withdrawals

Withdrawals or adjustments to your original registration must be submitted by the deadline listed below. Your first adjustment will be processed at no additional charge. A \$15 charge will be added to your fee for each additional request. No refunds will be issued after the deadline listed below.

Session of Attendance	Adjustment/Withdrawal Deadline
May 29-June 29	May 16 at 12:00pm
July 2-31	June 20 at 12:00pm
August 1-13	July 18 at 12:00pm

Payment Due Dates

Session of Attendance	Payment Due Date
May 29-June 29	May 22
July 2-31	June 25
August 1-13	July 25

Payment Agreement Form 2018

If you are paying in full at the time of registration, you do not need to complete this form.

Summer Camp Connection

PAYMENTS & DUE DATES

1 Non-Refundable Registration Fee *(due at registration)*

School District 308 Resident

\$50 through April 13 | \$75 April 14 and after

Non-School District 308 Resident

\$80 through April 13 | \$110 April 14 and after

3 Session Tuition Payments

Due seven days prior to the beginning of each session.

Month Attending	Payment Due Date
May/June	May 22, 2018
July	June 25, 2018
August	July 25, 2018

HOW TO PAY:

In-Person: Submit your payment at any Park District office during business hours or in a drop box outside the facility.

By Mail: Be sure your payment arrives on or before the due date.

Online: Log in to your family's ActiveNet account to access upcoming payments.

Phone: Call us at 630.554.1010 to pay by credit card.

FORMS OF PAYMENT:

cash • check/money order* • credit card • EFT

**Payable to "Oswegoland Park District"*

BILLING INFORMATION

Automatic Payments - Protect Yourself From Late Fees

You may authorize automatic monthly payments to the Park District through a credit card or a checking account on each due date by completing an Auto Payment Authorization. This payment method protects you from additional late fees.

Monthly Payments

If you do not choose to make automatic payments, you are responsible for making your payment **seven days prior to each session**. Monthly bills are not mailed. They are available to view on your family's Park District account. Reminder emails are sent five days prior to each session's due date. **NSF Fees:** All NSF checks will incur an additional, non-refundable charge of \$25.

Late Payments

If your payment is received six days or more after the due date, a **\$25 late fee** will be charged to your account. If you cannot make the payment on time, you can avoid the late fee by contacting the Park District's billing department prior to the due date to make an alternate payment plan. If that plan is honored, you will not be charged the late fee. If a payment has not been received seven days after the due date, and you have not contacted the billing department, your child's participation may be disrupted. The third time your account is past due, automatic payments will be required to continue in the program.

Financial Assistance

There is a limited scholarship fund available through Oswegoland Park District. If you wish to apply, we can supply you with the appropriate paperwork.

Questions or Concerns? Contact Susan Lipnick at 630.554.4443 or slipnick@oswegolandpd.org.

POLICY ACKNOWLEDGEMENT

I read and agree to abide by the payment agreement and understand the payment policy, registration fee, and NSF fee policy.

Parent/Guardian Signature _____ Date _____

Child(ren)'s Name _____ Email _____

Primary Phone _____ Secondary Phone _____

SUMMER CAMP CONNECTION AUTO PAYMENT AUTHORIZATION

Complete this section to authorize automatic monthly payments to the Park District by credit card or bank account (EFT)

Credit Card (for Auto Charge) Credit Card Number _____ Expires _____ CVV _____

Cardholder Name _____ Signature _____ Date _____

Checking Account (for EFT) **Attach voided check to complete EFT authorization.**

Name on Account _____ Signature _____ Date _____

*All information is kept confidential. If you have any questions, call the Oswegoland Park District at 630.554.1010. **RETAIN A COPY FOR YOUR RECORDS***