

## **Summer Camp 2024 Payment/Refund Policies**

### **Registration Weekly Deadline**

In order for us to have an adequate number of trained staff available, for the safety of your camper, registrations are taken until the Thursday prior to the first day of camp. Week of registrations are not accepted.

**Save with Early Bird Rates: Register by Friday, May 17th**

### **Payment Options:**

- Complete the Registration Form and attached payment
- Register In-Person, Online, or Fax
- Make Checks payable to the Des Plaines Park District
- Online Registration requires the payment to be made in full

### **Summer Day Camp Payment Plans**

- Register by May 17<sup>th</sup>, 2024 to enroll in a payment plan.
- Must provide a valid credit card or debit card in order to set up the payment plan.
- The total is divided into 4 equal payments. The first payment is due at the time of registration and the other 3 are transferred electronically from a credit or debit card.
- Payment plans are only accepted at the Leisure Center, located at 2222 Birch Street.

### **Due at Time of Registration:**

- Your first installment payment and \$35 processing fee.
- An Installment Billing Agreement will be provided to you at time of registration. Stating the payment and the installment days: May 30<sup>th</sup>, June 30<sup>th</sup>, and July 30<sup>th</sup>.

### **Transfer Fee**

There is an automatic \$5 transfer fee for families who transfer camps or sessions after April 15<sup>th</sup>. You will not be charged if you have been on the waitlist.

### **Summer Camp Refund Policy**

- \$35 processing fee is non-refundable and non-transferable.
- All refunds received and DATE STAMPED on or after May 1<sup>st</sup> will result in a \$15 retention fee per camp session.
- All refunds received and DATE STAMPED May 30<sup>th</sup> and/or the Thursday before the start of the specific camp session will result in a \$30 retention fee per camp session.
- All refund requests received and DATE STAMPED on or after the Friday before the start of the specific camp session will result in a \$60 retention fee per camp session.
- All refund requests submitted after the program begins will not be granted a refund unless the program is cancelled.
- Full Refunds will only be honored if the request is due to a medical condition or enrollment into Iroquois Community School/D-62 Early Learning Center. A doctor's note /school acceptance letter must accompany the request.