

# PROCEDURES

## CANCELLATION POLICY

We reserve the right to cancel any program if minimum registration is not met. You will receive notice at least two weeks in advance and we will assist you in finding another program option if necessary.

## FINANCIAL AID

**Deadline: Wednesday, May 7**

Only JCC members are eligible to apply for financial aid. Financial aid is only available for the following: Camp J-Tots, Camp Keff, Trek 46, Middle School & Choose Your Own Adventure. Requests for financial aid or extended payment plans must be submitted by Wednesday, May 8, and are available on a first come, first served basis. A limited number of scholarships are available. Contact the camp office at 238-2718 for a financial aid application or visit [www.jccloouisvillecamp.org](http://www.jccloouisvillecamp.org) to download an application.

## FRIEND GROUP REQUESTS

If you would like your child in the same group as another child, please note this on the registration form (or in writing three weeks before the session begins). Requests must be made on both campers' forms to be accepted. We cannot guarantee any requests, but we will try our best to meet as many as possible. J-Tots Children will be placed in group based on Kentucky State Childcare Licensing requirements and children in Camp Keff should be entering the same grade.

## EARLY BIRD DISCOUNT

Receive a 5% discount for completed camp registrations with a 25% deposit paid by March 28 at 5 p.m. Camp fees may be paid in full at time of registration or in two installments with a credit card or bank draft (provided on the registration form) on April 16 and May 21. If the early bird balance is not paid by May 21 prices will revert back to the non-discounted fee.

## DEPOSIT, FEES & REFUNDS

A 25% non-refundable deposit of total fees is required at the time of registration with a registration form. Registrations over the phone will not be accepted. Camp fees may be paid in full at the time of registration or in two installments with a credit card or bank draft (provided on the registration form) on April 16 and May 21. All camp fees must be paid in full if the registration is received on or after May 21. Campers will not be allowed to participate without full payment prior to camp session.

A change fee of \$15 will be assessed for any changes made once the registration has been received. All changes must be made in writing or via email. No phone changes will be accepted. No fee will be charged for adding a camp.

In case of a cancellation, 25% of the camp fee is non-refundable. Cancellations must be in writing three business days prior to the start of the camp week session. No refunds will be given without written or email notification. No refunds may be issued in part or in full due to camper illness once camp has started. Eligibility for camps is based on the child's grade in the Fall of 2014 or for Camp J-Tots June 1, 2014.

A Late Fee of \$15 will be assessed for children not picked up by 3:10. These children will be checked into Stay N Play. A \$15 fee will be assessed for any parent arriving after 6 p.m. At 6:30 p.m. children will be checked into J-Play and off site J-Play rates will apply.

## CAMP CONDUCT POLICY *(See Parent Manual)*

Every effort will be made by staff to ensure a positive camp experience for your children. In the event that there are behavioral difficulties which are deemed irreconcilable, children may be removed from any JCC summer program either in part or in full. Availability of refunds, partial or full, will be determined by JCC.

## REGISTER YOUR WAY!

Online registration is available at [www.jccloouisvillecamp.org](http://www.jccloouisvillecamp.org). To register simply register online or download the PDF registration forms included in this packet, fill out each form, and mail to:

**Attn: Mary Dooley, 3600 Dutchmans Lane, Louisville, KY 40205.**

For camp payment and availability information contact Mary Dooley [mdooley@jewishlouisville.org](mailto:mdooley@jewishlouisville.org) or 502-238-2718. For details regarding specific camps contact individual directors listed on page 4.