



# Be in The Know – Summer 2023

- ❖ Documentation required for all new enrollees before starting:
  - Birth Certificate
  - Current Immunization records – Must be signed or stamped by the doctor's office
  - Copy of your child's latest physical
  
- ❖ School sites may accept initial contracts along with payments by check or card on file. You may call the Altavista site at (434)-369-9622 Ext. 20 to make a credit card payment.
  
- ❖ **Policy for adding or dropping a week during the Summer:**  
You must submit your added or dropped weeks via email to [cancel@altavistaymca.com](mailto:cancel@altavistaymca.com). This must be done NO LATER THAN the Wednesday prior to the week involved.  
**\*\*No phone calls or verbal messages will be accepted for adds and drops.**
  
- ❖ **Payment Information:**  
At the time of registration, you must check a box on the front of the contract to indicate your frequency of payment. i.e. every week, or every 2 weeks. Your frequency of payment during the summer **may not exceed 2 weeks**. To register, you will need your registration fee and advance payment to cover your frequency of payment. (Reg fee + every 2 weeks X \$140 = \$340). **ALL payments must be paid in advance.**
  
- ❖ At registration you will be asked a few questions to check concerning your child:
  - Does your child have allergies? (Will they require special \_\_\_\_\_)
  - Does your child require YMCA to administer Medication, Inhaler or EpiPen during the day or in emergencies?
  - Does your child receive assistance from Social Services for their childcare payment?**\*\*If you answer **yes** to any or all these questions, you will receive additional forms to fill out during registration. **These forms must be turned in before the child can start.****
  
- ❖ **NOTE:**
  - No open toe shoes or crop tops are allowed during Summer Camp.
  - Check the information board weekly for events/announcements.
  - Pack a lunch on Field Trip Days
  - Field Trip Shirts on Field Trip Days



# General Information

- ❖ All school term accounts must have a Zero balance before starting the Sumer Camp Program.
- ❖ There is a **Non-refundable** Registration Fee for each child: \$60.00 if received by 5/19/23, \$75 if received after 5/19/23. \*Note: Registration fee includes camp t-shirt.
- ❖ **Camp Fee:** \$140.00 for 1<sup>st</sup> Child enrolled per week - \$135 for each additional child enrolled per week. **This fee includes Swimming, Field Trips, and Activities.**
- ❖ Space will not be reserved until registration fee has been paid.
- ❖ Each party agrees to pay the Altavista Area YMCA their fees for every week in which the child is enrolled in camp. No bills will be sent.
- ❖ Absence for part of the week shall not affect the responsibility for full payment. Full payment must be paid in advance for weeks attending. Payments may be made online by visiting [altavistaymca.com](http://altavistaymca.com) and click on Childcare tab and then the childcare drop down selection. Check, credit card, money order and cash payments can be made to the Front Desk of the Family Center located at 1000 Franklin Ave., Altavista, VA 24517. You may also mail a check or money order to the Family Center address in advance of your desired weeks. Returned checks are subject to a service fee of \$25.00. If two checks are returned on the same account, the account must become a “cash, money order or credit/debit only” account. If the account becomes delinquent, the signed party shall be responsible for all service charges, expenses, court costs, attorney’s fees or collection agency fees incurred to collect this debt.
- ❖ **Cancellation Policy:** The Child’s enrollment can be canceled by the signed party by giving written notice Wednesday prior to the week of camp. Notice must be sent via email to [cancel@altavistaymca.com](mailto:cancel@altavistaymca.com). **No phone calls accepted for cancellations.**
- ❖ Staff Cannot accept payments at any school site locations except with initial contract.
- ❖ The YMCA reserves the right to terminate immediately a child’s enrollment in camp for any act, word, or condition of the child or parent causing disruptions, safety or health concerns for the child, other children or employees of the YMCA.
- ❖ You are subject to dismissal if your account is not kept current, after missing 1 payment.