

# REGISTRATION POLICIES & PROCEDURES

## ELIGIBILITY FOR ENROLLMENT

1. Boys and girls eligible for enrollment in MJCCA Day Camps must be rising Pre-K-12th graders during the 2019-2020 school year.
2. To qualify for member rates, campers must be part of a Family or Single Parent membership, which is in good standing and valid through the end of the camp season. Members who choose not to renew will automatically be charged the non-member camp rates.
3. All campers must be able to use the bathroom independently.

## REGISTRATION

1. Incoming registrations will be date- and time-stamped, and camps will be filled on a first-come, first-served basis.
2. Incomplete registrations will not be processed, regardless of the date and time-stamp. Registrations submitted without a payment form are considered incomplete and cannot be processed until the payment form is received.
3. Each registration will be charged a non-refundable \$50 registration fee (\$75 after May 1, 2019) per child and a non-refundable deposit of \$100 per child to be applied towards camp fees (registration fees will not exceed \$100 per family or \$150 after May 1, 2019).
4. All enrollments are subject to space availability. A wait list for each camp will be established if needed and you will be notified if you have selected a camp in which capacity has been reached. Families will be contacted if space becomes available and will be given 24 hours to contact MJCCA Day Camps to accept the space. If MJCCA Day Camps does not receive confirmation within 24 hours, we will move to the next person on the wait list. The wait list policy also applies to bus transportation.
5. An email confirmation will be sent within four weeks of receipt of a completed registration form to confirm registration details. By confirmation of registration, the MJCCA has reserved a space for your child in the selected camp(s). If you have not received an email confirmation within four weeks of registration, please contact MJCCA Day Camps at 678.812.4004 or [camps@atlantajcc.org](mailto:camps@atlantajcc.org).
6. Groupmate requests must be reciprocal. All attempts will be made to honor your child's groupmate request; however, groupmate requests cannot be guaranteed if received after April 15, 2019. Please note that some camps are grouped by ability and skill level.

## CHANGES AND ADDITIONS

1. Change requests must be submitted to MJCCA Day Camps in writing by emailing [camps@atlantajcc.org](mailto:camps@atlantajcc.org).
2. Changes and additions are subject to space availability and can be made until 4:00 pm the Tuesday the week before camp starts.
3. A \$25 change fee will be applied for changes made after May 1, 2019 (no fee will be charged for registering for additional weeks).

## PAYMENTS

1. Camp fees can be paid either in full at time of registration or through our payment plan option. The Day Camps payment plan consists of equal payments charged on the 15th of each month beginning February 15, 2019 (or the month you register) through July 15, 2019. Registration forms turned in after July 15, 2019 must be paid in full at the time the registration is submitted.
2. Camp fees set up on the payment plan are due in full by July 15, 2019. If camp fees are not paid in full by this date, your child will lose his/her spot in camp.

## FINANCIAL ASSISTANCE

1. Any member who is in good standing with the Marcus Jewish Community Center of Atlanta may apply for financial assistance through FACTS Grant & Aid Assessment at <https://online.factsmgt.com/signin/4LCK6>.

2. In order to be considered for financial assistance, a completed camp registration form must be submitted online. Payment for the registration fee and deposit must be received at the time of registration. Your remaining camp fees will begin to be charged through our payment plan option based on a 25% discount until your financial assistance amount is determined. Once you receive your actual financial assistance award, we will adjust any remaining payments accordingly.
3. Please submit your application as early as possible, as limited funds are available and processing may take up to one month. Priority will be given to families who submit their applications by February 1, 2019.
4. In the event that financial assistance is not accepted, your camp deposit will be refunded or credited to your account after submission of a refund request in writing by emailing [camps@atlantajcc.org](mailto:camps@atlantajcc.org).
5. For questions, contact Barbara Vahaba, Financial Assistance Coordinator at 678.812.4142. All inquiries and financial assistance applications are kept confidential.

## REFUND AND CANCELLATION POLICY

1. In accepting your online registration, MJCCA Day Camps reserves a place for your child and hires staff according to registrations and deposits paid. Therefore, no refunds or credits will be given after May 1, 2019.
2. Any cancellation requests made before April 1, 2019 will receive a full refund minus registration fees and deposits. Cancellation requests made between April 1, 2019 and May 1, 2019 will receive a 50% refund minus registration fees and deposits. We do not issue any credits or refunds for cancellations made after May 1, 2019.
3. The refund and cancellation policy also applies towards fees paid for Before-Camp Care, After-Camp Care, and the SIT Program.
4. Registration fees and deposits are non-refundable and non-transferable.
5. Cancellation requests must be submitted in writing to [camps@atlantajcc.org](mailto:camps@atlantajcc.org). Please allow 4-6 weeks for a refund request.
6. The MJCCA reserves the right to cancel any camp program due to insufficient enrollment. Should this occur, we will make every effort to accommodate registered campers' requests to an alternate program. If the alternate program has a higher fee, the higher price will be in effect.
7. If your camper is unable to attend camp, there will be no substitutions of friends or family members. If illness causes your child to miss three or more consecutive days in one week of camp, you can submit a doctor's note as proof of illness and will therefore be eligible to receive a partial credit on your JCC account for that specific week (minus registration fees and deposits).

## MJCCA DAY CAMPS COMMUNICATION

1. Camp communication will be provided electronically to the email addresses provided by the camp family at the time of registration. It is the responsibility of the camp family to let MJCCA Day Camps know of any email address changes.
2. Emails will come from [camps@atlantajcc.org](mailto:camps@atlantajcc.org) and/or the camp director of each specific camp.
3. Pre-summer information, including the Parent Handbook, Bus Schedules and additional camp specific information will be available in early May in your camp account. Day Camps will send specific camp information the week prior to the beginning of each camp week.

## HEALTH FORM/MEDICATIONS

1. A health history form must be submitted (online) prior to the start of the camp season.
2. It is the responsibility of the camp family to inform MJCCA Day Camps of any changes to the information submitted on the health history form.
3. Each camper is protected by an accident insurance policy (with a deductible) at no additional fee throughout each session.