

POLICIES & PROCEDURES

ELIGIBILITY FOR ENROLLMENT

1. Boys and girls eligible for enrollment in MJCCA Day Camps must be rising Pre-K–12th graders for the 2023–2024 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 April 1, 2023) per child and a refundable deposit of \$100 per child to be applied towards camp fees.
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.
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, 2023. 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.
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 April 1, 2023 (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 5th of each month beginning February 5, 2023 (or the month you register) through August 5, 2023. Registration forms turned in after August 5, 2023 must be paid in full at the time the registration is submitted. Any changes to camp options that result in additional costs (adding weeks, adding bus, adding before camp care or after-camp care) that take place after July 5 will be part of the final payment on August 5th.
2. Camp fees set up on the payment plan are due in full by August 5, 2023. 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 3, 2023.
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.
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 April 1, 2023.
2. The refund and cancellation policy also applies toward fees paid for Before-Camp Care, After-Camp Care, Bus Transportation, and the SIT Program.
3. Cancellation requests must be submitted in writing to camps@atlantajcc.org. Please allow 4–6 weeks for a refund request.
4. 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.
5. If your camper is unable to attend camp, there will be no substitutions of friends or family members.
6. We do not tolerate behavioral issues that jeopardize the safety and wellbeing of other campers and staff. Failure to adhere to behavior guidelines in the Parent Handbook will result in immediate dismissal with inability to return that week, with no refund. Length of dismissal is at Director's discretion. If the dismissal extends to future weeks, a credit for those weeks will be applied to your MJCCA account.

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 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 AND 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.

HEALTH AND SAFETY GUIDELINES

As always, the top priority for MJCCA Day Camps is the health and safety of our campers, staff, and their families. This summer, as we did last summer, and as the MJCCA continues to do year round, we will monitor public health guidelines, the CDC, and the American Camp Association. We constantly monitor all recommendations to best ensure the health and well-being of our MJCCA Day Camps families. We will provide updates on summer 2023 protocols in the months leading up to camp. Deposits and camp fees are fully refundable through April 1, 2023.