

CAMP RUSSELL PAYMENT POLICY 2011

IMPORTANT FINANCIAL INFORMATION

(ALL PARENTS AND GUARDIANS- PLEASE READ)

1. A \$50.00 DEPOSIT IS DUE FOR **EACH** 2 WEEK SESSION FOR DAY OR SPORT CAMP. THESE DEPOSITS ARE DEDUCTED FROM THE FULL PRICE OF THE SESSION. THERE IS A ONE TIME \$50.00 DEPOSIT DUE FOR EXTENDED CAMP REGISTRATIONS. IT IS DEDUCTED FROM THE FIRST WEEK OF EXTENDED CAMP. **PLEASE NOTE: WE DO NOT BILL FOR THE REMAINING BALANCE OF SESSION, IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO MAKE ON TIME PAYMENTS.**
2. THE BALANCE OF A SESSION **MUST** BE PAID **ONE WEEK PRIOR** TO THE **FIRST DAY** OF THE SESSION FOR WHICH YOUR CHILD IS REGISTERED OR HE OR SHE MAY LOSE THEIR SLOT IN THAT SESSION. WE HAVE WAITING LISTS AND NEED TIME TO PROCESS REGISTRATIONS IF SESSIONS REMAIN UNPAID 1 WEEK BEFORE THAT PARTICULAR SESSION.
3. **THE FULL CAMP FEE IS DUE REGARDLESS OF DAYS ATTENDED IN SESSION (NO PARTIAL WEEKS ALLOWED).**
4. **REGARDING REFUNDS:** IF YOU CANCEL A SESSION **30 DAYS OR MORE** IN ADVANCE, YOUR DEPOSIT WILL BE REFUNDED TO YOU IN FULL. IF CANCELLATION IS **BETWEEN 30 DAYS & ONE FULL WEEK** BEFORE A SESSION YOUR DEPOSIT WILL BE TRANSFERRED TO ANOTHER SESSION. IF CANCELLATION IS **LESS THAN 1 WEEK** DEPOSIT IS FORFEITED.
5. PAYMENTS MAY BE MADE IN CASH, BY CHECK, CREDIT OR DEBIT CARD AT THE PROGRAM OFFICE ON 16 MELVILLE ST. THE OFFICE IS OPEN FROM 8AM – 5PM, MONDAY - FRIDAY.