

Youth Day Camp Parent Handbook 2023



Gurnee Park District
PROMOTING FUN. PRESERVING NATURE.

WELCOME

Welcome to the Best Summer Ever, Summer Camp 2023! We are looking forward to having your child in camp this summer. Gurnee Park District offers summer camp programs for children going into Kindergarten through 10th grade. Summer camp builds confidence and independence, as well as, a sense of responsibility, community and an awareness of nature. Campers will meet new friends and develop social skills and patience. Camp also allows children the opportunity to express themselves through a variety of activities that may include crafts, nature, games, sports, special events, field trips, cook outs, and themed weeks. Swimming is also a part of Youth Day Camps. This parent handbook is for all children attending Gurnee Park District Youth Summer Day Camps.

Gurnee Park District offers full and half day camps to accommodate campers' needs. Youth Camps will be held June 12th-August 11th. Mini Camp will be held June 7th – 9th.

CAMP IS HELD RAIN OR SHINE

Meet the Counselors– Thursday, June 8th

Join us at your child's specific camp site location between 6:00-7:00 pm

This is a great way to reduce anxiety before the first day of camp. Bring your camper to meet the camp staff and become familiar with their camp site.

CAMP SWIM TEST DAYS

Children attending any Youth Day Camp that swims at the Hunt Club Park Aquatic Center are required to take a swim test. These Swim Test Days provide parents with the opportunity to observe the swim test and allow your child to be tested without the presence of all their peers. Those who do not attend a swim test day will be tested the first day their camp goes swimming.

Saturday, June 3rd 9:00-10:30 am

Wednesday, June 7th 6:00-7:00pm

Sunday, June 11th 9:00-10:30 am

Location: Hunt Club Park Aquatic Center

Camp Phone Numbers

These camp cell phone numbers will be activated the first day of camp.

Adventure 2/3 —Hunt Club	224-374-3303
Adventure 2/3 —Viking Park	224-548-0012
Adventure 4/5 —Hunt Club	224-374-3302
Adventure 4/5 —Viking Park	224-374-3305
Before/After Camp—Hunt Club	847-815-5021
Before/After Camp—Viking Park	224-548-0124
Discovery —Hunt Club	224-374-3301
Discovery —Viking Park	847-815-4983
Junior Counselor Camp	224-374-3304
Half Day Camp	847-561-0455
Mini Camp	847-815-5021
Sports Camp	847-815-5029
Step into Sports Camp	847-815-3721
Teen Camp—Hunt Club	224-645-3830
Teen Camp—Viking Park	847-815-5027

Gurnee Park District Main Office	847-623-7788
Laura Siwula, Youth Program Coordinator	847-599-3764
Sabrina Hinkens, Youth Recreation Supervisor	847-599-3746
Sue McDougale, Facility Manager	847-599-3767
Mike Wick, Director of Recreation	847-599-3756

To see your child's camp schedule/calendar visit the summer camp section on the Gurnee Park District website at

<https://www.gurneeparkdistrict.com/programs/recreation/camp#campcalendars>

The Camp Team

The key to an amazing summer at Gurnee Park District is our dedicated and talented Camp Team. Camp Team Members create a safe and positive environment for our campers. The Camp Team consists of the Recreation Supervisor, Camp Coordinator, Site Directors, Counselors, Leaders in Training and Volunteers. Camp Team members are certified teachers, adults, college students, and high school students.

Gurnee Park District's number one priority is the safety and supervision of each camper. The ratio of campers to counselors is 10:1 for youth camps and 8:1 for Discovery Camps. All staff members have attended a comprehensive staff training program. Examples of material covered includes positive reinforcement strategies, special needs training, and developing camp activities for all ages and ability levels. Counselors are required to be First Aid, CPR and AED certified, and all staff are required to undergo a criminal background check. Volunteers and Junior Counselors who support our camps also go through a training program. Each site consists of a Site Director and Counselors and may include Leaders in Training, Junior Counselors, and/or volunteers.

Everyone works together as a team in all activities, projects, and events that are happening at camp. Camp Team Members are responsible for getting to know each camper in their camp as an individual and create daily plans that allow campers to express themselves through crafts, games, sports, nature, music and more. Each camp's session calendar is posted on the Gurnee Park District's website the Friday prior to the camp session beginning.

Please take the opportunity to meet your child's Site Director and counselors. We look forward to serving your child's camp needs. If you should have any questions or concerns, please contact the Youth Recreation Supervisor or Coordinator.

Camp Locations

NOTE: Pick up and drop off locations will remain the same. The Park District will transport all campers to and from offsite rain locations, swimming destinations, and field trips. It is the responsibility of the parent to contact the camp if you are picking up/dropping off during core camp hours (9:00-3:30pm for full day camps or 9:00-12:00pm for Half Day Camp) so we can let you know where the camp is located at the time you are dropping off or picking up.

Hunt Club Park: 920 N Hunt Club Road

Adventure Camps	Soccer Field - Tents
Before/After Camp	In front of Hunt Club Park Community Center
Discovery Camp	Soccer Field - Shelter
Half Day Camp	Soccer Field – Shelter next to basketball courts
Mini Camp	Activity Center inside Community Center
Teen Camp	Soccer Field - Tents
Sports Camp	Field/Tent next to Community Center
Step Into Sports Camp	Gymnasium inside Community Center

Viking Park: 4374 Old Grand Ave

Adventure Camps
Before/After Camp
Discovery Camp
Jr. Counselor Camp
Teen Camp

Tents north and south of Registration Office
Viking Park Circle Drive
Viking Park Shelter – next to tennis courts
Benches across from Basketball Courts
Basketball Courts

General Information

CAMP TIMES:

Full Day camps are held from 9:00 am-3:30 pm

Half Day Voyager Camp is held from 9:00 am-12:00 pm

Mini Camp is held from 6:30 am-6:00 pm

Mini Camp June 7-June 9

Session I June 12-June 30

Session II July 3- July 21 (no camp July 4)

Session III July 24-August 11

BEFORE/AFTER CAMP:

This program provides extended supervision. These camps are often referred to as Early Bird (6:30-9:00 am) and Stay n Play (3:30-6:00 pm). Hunt Club Early Bird and Stay n Play drop off and pick up will take place in front of the Hunt Club Park Community Center. Viking Park Early Bird and Stay n Play drop off and pick up will be located at the circle drive in front of the Viking Park Community Center. Both locations will offer a drive up sign in/out service for before and after camp. There will not be drive up services if there is severe weather. In the case of severe weather, parents will need to come inside to pick up/drop off their child as it is not safe for the staff to be out in the severe weather.

FOOD/LUNCHES

Campers will need to bring a sack lunch and beverage each day. Please send at least one or more snacks especially if campers are in Early Bird and Stay n Play. In addition, water bottles must be sent with campers daily. **Refrigerators and microwaves are not available.** Camps will have 5 gallon water coolers for campers to use to fill up water bottles throughout the day.

Discovery Camp and Adventure 2/3 Camp will enjoy a cookout once each week on Special Event Wednesday. The cookout will consist of kid friendly food like all beef hot dogs and walking tacos (turkey meat) and will rotate throughout the summer. Campers are welcome to bring their own lunch on cookout days and are encouraged to bring snacks on these days as well.

Adventure 4/5 Camp, Teen Camp, Step Into Sports Camp, and Sports Camp will have a separate cookout once a session. Please check their camp's calendar for the cookout day.

Half Day Camp ends at 12:00p and will not eat lunch. They will have a designated snack time, in which campers will need to bring their own snacks and water bottle.

HEALTH POLICIES

We will follow the COVID-19 guidelines that are in place at the time that each session begins. Parents will be asked to complete an information form via ePACT. This form will ask about any allergies your child may have, as well as if your child will need to be given medication during program hours (this includes an inhaler). If medication is to be given during program hours, a separate Dispense Medication Form must be completed and uploaded to the ePACT Information Form. Instructions on how to complete the ePACT Information Form will be emailed to you at the beginning of May as well as in an email the week prior to the camp session starting. Children may not attend Summer Camp unless an ePACT Information Form is completed.

It is the responsibility of each parent to insure that a child is fever-free and not exhibiting any COVID-19 symptoms or any illness before dropping off their child to Summer Camp. If a child is not feeling well, **do not** bring them to this program. Children who have been out due to illness (not COVID-19) may only return when they are 24-hour symptom free after taking an antibiotic, 24-hours after the last occurrence of diarrhea or vomiting, when fever free for 24-hours without the use of fever reducing medication, or with a note from their doctor stating that it is safe for them to participate in the program.

If a camper becomes ill while at Summer Camp:

- Parent/Guardian will be contacted for prompt pick-up (within 30 minutes)
- The child will be isolated from other campers and as many staff as possible
- The child will wait with a designated staff member until they are picked up

Parents should report any diagnosed case of a communicable disease such as COVID-19, strep throat, ringworm, pinkeye, lice, etc. to their child's counselor. If a child is diagnosed with a communicable disease, the child is not allowed to attend Summer Camp for any reason without a doctor's note stating that it is safe for them to do so or they have completed their quarantine period.

EMERGENCY INFORMATION

All summer camp staff are CPR, 1st Aid and AED Certified. Staff will administer first aid when necessary. If your child is injured or ill and requires more than basic first aid, we will first attempt to contact the parent/guardian, before calling any listed emergency contacts. If staff is unable to reach any contacts listed on the ePACT Information Form, staff will call 911 when the situation requires more aid than we can provide. All steps will be taken to ensure the safety and welfare of your child. **If the injury is serious, the paramedics will be called immediately.** If an injured or ill child is transported by ambulance to the local hospital, a staff member will stay with the child at all times until a parent or guardian arrives.

ATTIRE

Please label all belongings your child brings to camp. Children should wear comfortable clothing; appropriate both for the weather and for messy camp activities. Please do not send campers to camp with favorite outfits or special clothing as camp activities can get messy. Proper footwear should be worn each day. Sandals/flip flops are not recommended to wear to camp.

Campers will be given one camp T-shirt per session attended and one backpack for the summer. T-Shirts and backpack will be handed out on your child's first day of camp. We request that campers wear their camp T-shirt on Field Trips days and on Wednesdays if they participate in the special event.

Campers should bring extra clothes each camp day to accommodate the weather: swim wear, rain gear, jackets, etc. Please send a water bottle and sunscreen every day.

PERSONAL ITEMS

Please label all belongings your child brings to camp. Although the Gurnee Park District is not responsible for any lost or stolen items, we do have a Lost and Found at each site. Please be sure to check it often. Sunscreen, insect repellent, and water bottles are the campers' responsibility. Campers should bring the following each day:

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| *Water Bottle | *Swim Suit & Towel |
| *Sunscreen Spray/Insect Repellent | *Appropriate clothing on cold days |
| *Lunch & Snacks | |

Cell phones and electronic devices (i.e. Nintendo Switch, iPads, etc.) usage are not allowed during camp hours, unless given permission by the camp staff. We recommend that campers do not bring these items (or other personal items) at all to camp as this is in the best interest of the campers and staff, as well as to lower the likelihood of the item being stolen, lost or broken. If a cell phone has to be sent with a child to camp it should be kept in the child's backpack during camp hours. If a cell phone or electronic device is seen being used during camp without permission from the camp staff it will be taken away and will be returned at the end of that day. **Recording video or taking pictures of other campers or staff without permission from a personal device is strictly prohibited.**

We ask that campers who want to contact their parents, do so via the camp cell phone and not their personal cell phone unless they are given permission by camp staff. **Parents are asked to call their child's camp cell phone number listed on page 2 when trying to contact their child during camp.**

The Gurnee Park District is not responsible for any trades, lost, stolen or broken items that may result when bringing personal items to camp.

PHOTOGRAPHS

By registering for a program or class, participating in an activity, attending an event or using district facilities or property, you authorize Gurnee Park District to use photos and videos footage for Park District promotion. All footage is property of Gurnee Park District. Media will be used without granting compensation, prior notice or permission. Local media/newspapers may also visit our camps to take pictures or write a story.

FIELD TRIPS

Each camp (except for Half Day Camp) will participate in off-site field trips. Parents should visit the Gurnee Park District website for their child's field trip schedule. Campers will ride the bus to/from field trip locations.

Camps may also take mini-field trips that they can walk to. These mini field trips may include hikes, library, fire station, nearby parks, or to other camp sites. Parents will be notified ahead of time of any mini field trips.

Pick Up / Drop Off Procedures

ePACT INFORMATION FORM

An online ePACT Information Form must be completed and submitted to the Gurnee Park District prior to your child starting Summer Camp. This form includes those adults authorized to pick up your child, phone numbers to reach parents, and any special needs or accommodations. Instructions on how to complete the online ePACT Information Form will be emailed to you at the beginning of May. This form needs to be updated/completed each year for each child.

PICK UP/DROP OFF

All parents/guardians will pick up and drop off their child each day (see camp location on pages 3 and 4). If you are picking up or dropping off your child during core camp hours (9:00 am-3:30 pm or 9:00 am-12:00 pm) call the camp phone listed on page 2 for the location of your child's camp. A photo ID is required for anyone picking up a child whom we are not familiar with.

Drop Off: if you are dropping off at 9:00a, the earliest you can drop off is 8:50a. Please do not drop off your child before 8:50a. If you need to do so, you would need to register for the before camp starting at 6:30a. When you drive up to your camp location, your child will exit the vehicle and when it's safe to do so, parents will drive away. Campers will get checked in by their counselors after they exit the vehicle. Do not drop off your child unless a staff member is present.

Pick Up: If you are picking up at 12:00p (Half Day Camp) or 3:30p (Full Day Camp) You will need to park and walk to your child's campsite to sign your child out. Every camper will need to be signed out by someone listed on your ePACT Authorization list. If you have children in two different camps, you will need to pick up at two separate locations. A photo ID is required for anyone picking up a child whom we are not familiar with.

Before/After Camp: This program provides extended supervision. These camps are often referred to as Early Bird (6:30-9:00 am) and Stay n Play (3:30-6:00 pm). Hunt Club Early Bird and Stay n Play drop off and pick up will take place in front of the Hunt Club Park Community Center. Viking Park Early Bird and Stay n Play drop off and pick up will be located at the circle drive in front of the Viking Park Community Center. Both locations will offer a drive up sign in/out service for before and after camp. There will not be drive up services if there is severe weather. In the case of severe weather, parents will need to come inside to pick up/drop off their child as it is not safe for the staff to be out in the severe weather.

SIGN OUT

All campers must be signed out each day by a parent or other adult over the age of 18 authorized on the ePACT Information Form. Anyone whom the staff are not familiar will be asked to show identification. Campers may leave only with those who are listed on the ePACT Information Form.

WALKERS/BIKE RIDERS

Campers who are walking or riding their bikes to/from camp must have written permission from their parent/guardian to sign themselves out each day. Campers will not be able to leave camp early unless permission is given by the parent/guardian. In the case of inclement weather campers will stay at camp until the inclement weather passes or a parent/guardian can pick them up.

LATE PICK UP POLICY

We ask that you observe the scheduled pick up time. One warning will be given if your child is picked up after your scheduled pick up time. Thereafter, you will be charged a \$10.00 late fee per child for every 15 minutes or fraction thereof when you or your authorized pick up person is late, and risk having your child dismissed from the program. Please note: Should you be more than 30 minutes late for your first late pick up, you will receive a warning for the first 30 minutes, and the late fees will be assessed at \$10.00 for each 15 minutes thereafter per child.

We understand that emergencies may occur, so if you find yourself in such a situation, please call the camp cell phone found on page 2. This courtesy will alleviate anxiety on the part of the staff and your child. A late fee will still occur. We understand your required work time and respectfully ask that you respect our staff's required work time.

ABSENCES

If your child is will be absent from camp, please call or text the camp cell phone (number listed on page 2) before the start of the camp day. When calling or texting in an absence, please state your child's name and the date of the absence.

Behavior Code of Conduct

It is the responsibility of each parent to discuss the code of conduct with their child, and reinforce compliance with it.

All campers and parents are expected to exhibit appropriate behavior at all times while at the Gurnee Park District. Parents please discuss with your children that our activities are planned for groups. While your child may not wish to participate in a specific activity, he/she is still expected to make an effort to be a part of the program.

Children or parents who are a danger to themselves or others, use inappropriate language or actions, or who are physically aggressive or threatening may be dismissed from the program immediately. Gurnee Park District reserves the right to dismiss a participant whose behavior, or that of his/her parent, is inappropriate or endangers the safety of himself/herself or others. The following guidelines are designed to provide safe and enjoyable activities for all.

Campers shall:

- Show respect to all other camps, staff and property
- Take direction from counselors and supervisors
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other campers or staff
- Show respect for equipment, supplies and facilities
- Bullying is not permitted or tolerated

A positive approach will be used regarding discipline. Gurnee Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop, and/or if the behavior negatively affects the experience of other participants. Physical restraint of a child will only occur if the child is putting themselves or others in immediate danger. If more behavior management is needed, WSRA (Warren Special Recreation Association) will be called to evaluate the child and possibly provide a one-on-one aide. The camper will continue to be required to follow the Behavior Code of Conduct if an aide is in place.

Any participant breaking the code of conduct will:

1. Be given a verbal warning by the staff accompanied by a discussion about why their behavior is not appropriate
2. Be given a time out by the staff that is equal to the camper's age after the unacceptable behavior has been discussed with the camper
3. Loss of Privilege: The counselor will remove the camper from an activity of the staff's choice (for one day) after the unacceptable behavior has been discussed
4. A conduct report will be given to the camper after the unacceptable behavior has been explained. A discussion with the parent/guardian will accompany this level of discipline.
5. Gurnee Park District reserves the right to call parents for immediate pick up if the camper is harming themselves or others at camp or if unacceptable behavior continues.

Bullying is repetitive and/or habitual behavior used to tease, threat, abuse, intimidate or aggressively dominate others. Bullying and any violent, physical or threatening actions will receive an immediate conduct report and may result in a suspension or removal from the program.

Upon receiving three conduct reports, the Recreation Supervisor will contact a parent or guardian to discuss corrective measures and disciplinary action. If additional conduct reports are issued, a one to three day suspension and/or dismissal will occur.

The Gurnee Park District reserves the right to immediately dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of other participants. No refunds will be issued.

Inclement Weather Information

Camp is conducted outdoors and is held rain or shine, hot or cold. Campers will go indoors on rainy days and take shade on hot days. Extra water activities will be scheduled on hot days.

SEVERE WEATHER

Thorguard is a lightning detector that is located at Hunt Club and Viking Park. When the siren goes off, campers and staff must seek shelter immediately. Campers and staff are only able to go back outside once the system has given the "all clear."

If staff cannot safely be outside to sign children in/out, parents may be asked to park their cars and sign in/out their child inside the building. A sign will be posted outside the building informing parents that pick up/drop off is indoors.

Severe Storms/Tornado Warnings: Campers and staff will seek shelter inside the Hunt Club Park Community Center and Viking Park Community Center's designated safety areas for severe weather. Campers will not be dismissed from camp until the storm has passed.

Parents are also encouraged to call the camp cell phone if they are unsure where pick up/drop off will take place.

RAIN LOCATIONS

The Gurnee Park District will transport all campers to and from their rain location if offsite. Camps utilize District 50 and 56 schools as well as the Hunt Club and Viking Park Community Centers for rain locations. All campers will be back to either Viking Park or Hunt Club by 3:30 pm for pick up.

If you are dropping off/picking up your child during core camp hours (9:00a-3:30p) please contact your child's camp for the location of your child's camp.

Swimming Information

Camps will swim at the Hunt Club Park Aquatic Center. The Hunt Club Park Aquatic Center is licensed by the State to ensure water quality and are staffed by award winning lifeguards licensed by Jeff Ellis & Associates.

Campers will be bussed or walked to and from the aquatic center on their designated swim days. Campers will swim from 10:00a-12:00p where they will have exclusive access to the aquatic center. Public swim begins at 12:00p. Children are encouraged to arrive at camp wearing a bathing suit under their clothes/cover up, and with sunscreen already applied.

Children who do not wish to swim have an option to play in the sand, grass areas or sand volleyball court. All swimming areas have trained lifeguards on duty at all times. Camp staff are required to be in the water with the campers. To allow the campers to get the maximum benefit of the swimming facility without compromising the camper's safety, all campers will need to take a swim test and will be required to wear a swim band while at the facility. This band determines the area of where they may swim/play.

Campers may bring money to purchase concessions at the Hunt Club Park Aquatic Center. Please do not rely on the concession stand for lunch, as it may be closed due to inclement weather.

SUNSCREEN POLICY

Each camp will take a sunscreen break every 1.5-2 hours. Campers are encouraged to apply their own sunscreen and should come to camp with it already applied. However, if a camper needs assistance they can find a camper buddy or a counselor to help reapply sunscreen to the camper's face, shoulders, arms and/or back. **Staff will only apply spray sunscreen to a camper.**

On swim/water days we recommend that campers wear a swim shirt for maximum protection against the sun.

SWIM BANDS/SWIM TESTING

Each camper will be tested by the aquatic staff and given a swim band which corresponds to one of the designations below. The swim bands are used to specifically identify limitations in the general swimming area. Parents are encouraged to attend the Swim Test Days listed on page 1. These testing dates allow parents to observe the swim test and allow your child to be tested without the presence of all their peers. Those who do not attend a swim test day will be tested the first day their camp goes swimming. Campers will not be allowed to swim until they have been tested. We highly recommend that campers attend one of the Swim Testing Dates prior to camp, as the lines can be very long the first day their camp goes swimming.

Swim Band Designations:

RED— Designates that campers may not cross the solid black line on the bottom of the zero depth entry of the pool, typically at about 2.5 feet in depth.

LIME GREEN— Designates that campers may not go past the edge of the peninsula (near the waterfall) into deeper water.

WHITE—Designates that campers may go into the main pool and up to the 5 ft. rope.

BLUE—Indicates that campers may have unrestricted use of all parts of the swimming area within the other guidelines established for certain attractions such as the height and age restrictions for the slides.

Swim Days at the Hunt Club Park Aquatic Center

Camp Name	Location	Swim Days
Adventure 2/3 Camp	Hunt Club	M/Tu/F
Adventure 2/3 Camp	Viking Park	M/Th/F
Adventure 4/5 Camp	Hunt Club	M/W/Th
Adventure 4/5 camp	Viking Park	M/W/Th
Discovery Camp	Hunt Club	Tu/Th/F
Discovery Camp	Viking Park	Tu/Th/F
Half Day Camp	Hunt Club	Fridays
Junior Counselor Camp	Viking Park	M/Tu/F
Sports Camp	Hunt Club	Tu/W/Th
Step Into Sports Camp	Hunt Club	Tu/W/Th
Teen Camp	Hunt Club	M/W/F
Teen Camp	Viking Park	M/W/F

Transportation of Children

Bus

Gurnee Park District provides bus transportation for all field trips, swimming, and shuttling campers between Hunt Club, Viking Park, and to/from camp rain locations. All bus drivers have their Commercial Driver's License (CDL) and currently drive a school bus for either Gurnee School District 56, 121 or Woodland School District 50. Busses are provided by Woodland and Gurnee School District 56.

15 Passenger Bus & Van Usage

All staff driving passengers in Park District vehicles are 18 years of age or older. All drivers have submitted a driver's background check that is given to our human resources department which shows they maintain a good driving record. Drivers have also gone through vehicle safety training.

Camp Refund/Payment Policies

Refunds will be processed up to two weeks prior to the start of a session. A service charge of \$50 per session per child will be assessed. Camp service charges cannot be transferred. No refund will be issued if requested less than two weeks prior to the camp start date. No refunds will be given for partial attendance or for time spent in quarantine.

Payment Policy

- All camp participants may pay either a \$50 deposit or the full amount per session per child at the time of registration to hold your spot. The \$50 deposit is non-refundable.
- Once you pay the non-refundable \$50 deposit, all future payments will be set up via auto-pay. These payments will be charged to the card on file 2 weeks prior to the session start date. (see dates below)
- A \$25 late registration fee will be added to anyone registering for camp within two weeks of the camp starting if spaces are available
- A \$25 late fee per child will be charged for payments not received by the final due date
- Payment arrangements can be made when other financial aid by a third party is available to the participant. The \$50.00 deposit is required to process the registration.
- The Gurnee Park District does offer scholarships for their summer camps. The scholarship paperwork can be found on our website or at the front desk at the Hunt Club Park Community Center. In order to guarantee a spot the \$50.00 deposit is required.

NOTE: Registrations will be accepted up to two weeks prior to the start date of each camp session if openings are available. All registrations made less than 2 weeks before the start of camp must be paid in full and will have a \$25 late registration fee added to your camp fee

Final Balance Due Dates: Two weeks before the session begins.

All payments will be set up via auto-pay and payments will be taken two weeks before the session begins.

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| Session I: | Tuesday, May 30 th |
| Session II: | Tuesday, June 20 th |
| Session III: | Tuesday, July 11 th |