

YMCA Camp Duncan
PAYMENT POLICY FORM
SUMMER 2025



Note: All Campers must have this form on file.

Camper's Name: _____
Last Name First Name

Please review the policy below AND initial each line as reviewed.

- _____ 1. Campers must be registered prior to the first day of each session.
- _____ 2. The \$25.00 deposit per session is non-refundable and non-transferable.
- _____ 3. Parents/Guardians of campers not registered for camp will be sent to the Main Office to determine if space is available and to pay necessary fees.
- _____ 4. **Balance of fees must be paid the MONDAY prior to the first day of the session starting.** Campers whose fees are not paid by the Wednesday of the week prior to the session starting will have their registration cancelled. Cancelled registrations will forfeit the nonrefundable deposit and will be moved to the bottom of any active waitlist.
- _____ 5. After initial registration, you must email campduncan@ymcachicago.org to add/cancel any sessions. Session changes can only be made in writing and will not be accepted by staff at check-in or check-out.
- _____ 6. **Cancellations must be made the Wednesday before the session begins.** To cancel your day camp session, email campduncan@ymcachicago.org. Deposits are nonrefundable at any time and session payments are nonrefundable after this cut-off date.
- _____ 7. Parents/Guardians will be responsible to pay for any balance of camp fees for the current session if a cancellation is made after Monday of the session. Failure to notify the Main Office of your cancellation will also result in a forfeit of your already paid camp fees.
- _____ 8. Refunds and credits are issued for medical reasons only and are issued upon receipt of a licensed medical doctor's written authorized medical statement.
- _____ 9. Refunds are not issued for campers going home early due to disciplinary action or homesickness.
- _____ 10. There is no reduction of fees or credit given for days not attended within your day camp session.
- _____ 11. Approved refunds: Cash and check payments are sent by mail six to eight weeks after cancellation. Credit card payments are credited back to card used for purchase within the same day but may take up to seven days to be recognized by your financial institution.
- _____ 12. The parent/guardian who registers a child is responsible for payment of fees. If custodial payment agreements are legally in place, it is the responsibility of the parent who registers the child to see that these payment agreements are followed through upon, or must personally see that fees are paid in full the first day of the camp session.
- _____ 13. Sessions added less than ten (10) days before the desired session are subject to the late fee. (Full time = \$300/week)
- _____ 14. Failure to fulfill camp payment for two weeks (does not need to be consecutive), the child(ren) may be removed from the Day Camp program for the rest of the year.

I do hereby affirm that I have read and understand the Day Camp Payment Policy. I understand that YMCA Camp Duncan reserves the right to not allow campers to attend camp without payment according to the above stated policy.

Parent / Guardian Signature _____ Date _____