



# APPLICATION POLICIES & CONTRACTUAL AGREEMENT

## TUITION POLICIES:

Your Summer At The Ridge (SATR) payments may be made by cash, check, click-to-pay, money order, and credit or debit cards (VISA, MasterCard, Discover or American Express). A NON-REFUNDABLE deposit of \$50.00 is required for each child at the time of registration. The non-refundable deposit will be applied to a child's last camp week if account payments are current. For children of the same household, weekly camp rates are reduced by \$50.00 for your second child, \$75.00 for your third and fourth child. SATR payments are the week before the start of a camp week.

**NOTE:** A 3% Convenience Fee will be added to payments made by credit or debit cards over the phone. There is no fee for paying online by electronic check from a checking, savings account, or credit card.

**CANCELLATION & CHANGE POLICY:** The final day to make changes to your registration will be **May 1, 2023**. In the event of absence, cancellation, withdrawal or dismissal from Summer At The Ridge for any reason after **May 1, 2023**, the primary contact shall be obligated to pay the total due for all registered camp weeks.

**PLEASE SELECT CAMP WEEKS CAREFULLY:** In an effort to make Summer At The Ridge available to as many kids as possible we discourage overbooking and encourage careful selection of registration weeks.

- **REGISTERING FOR 3-8 WEEKS/CHILD:** Online registrations totaling 3 to 8 weeks (per child) have the option of cancelling or changing a MAXIMUM OF TWO camp weeks (per child) with no penalty before **May 1, 2023**. However, making an additional third cancellation or change (per child) before **May 1, 2023**, will result in a \$50 fee per week change. (i.e.: A family registers their son for 5 weeks but later cancels or switches 3 weeks before **May 1, 2023**. This would create a charge of \$50.00.) All registrations are obligated for payment of one camp week via the non-refundable registration deposit of \$50.00.
- **REGISTERING FOR 2 WEEKS/CHILD:** Online Registrations totaling 2 weeks (per child) have the option of cancelling one week and changing one week with no penalty before **May 1, 2023**, but are obligated for payment of one camp week via the non-refundable registration deposit of \$50.00.
- **REGISTERING FOR 1 WEEK /CHILD:** Online registrations of only 1 week have the option of changing one week before **May 1, 2023**, but are obligated for payment of one camp week via the non-refundable registration deposit of \$50.00.
- **PAST DUE ACCOUNT:** SATR reserves the right to use the \$50.00 non-refundable deposit as payment for camp tuition and fees if an account becomes past due. A new \$50.00 non-refundable deposit will be required before a child may attend SATR for any remaining registered camp weeks.
- **TO MAKE CAMP WEEK CANCELLATION OR CHANGES PRIOR TO May 1, 2023:** All camp week cancellation or change requests must be made in writing, via email, and must be approved by the SATR team. You will receive a confirmation email once processed within 5 business days. (All changes and additions of camp weeks subject to available space).

## T-SHIRT POLICY:

Children are required to wear their SATR t-shirt on all field trips. If a camper arrives at camp without their SATR t-shirt on a required day, another will be issued at a charge of \$10.00.

## CONTRACTUAL AGREEMENT:

I understand the SATR camp tuition obligation and wish to enroll my child/children for the summer of 2022 at Summer At The Ridge. I have reviewed the above information and understand that by signing this contract, I agree to abide by the policies/procedures listed. I also understand that failure to adhere to these policies/procedures could result in the dismissal of my child/children from Summer At The Ridge.

I understand that my registration deposit of \$50.00 (per child) is non-refundable. I understand that the **FINAL DAY TO MAKE CHANGES TO MY REGISTRATION WILL BE MAY 1, 2023**, AND IN THE EVENT OF ABSENCE, CANCELLATION, WITHDRAWAL, OR DISMISSAL FROM SATR FOR ANY REASON AFTER MAY 1, 2023, THAT I SHALL BE OBLIGATED TO PAY THE TOTAL DUE FOR ALL REGISTERED CAMP WEEKS. I understand that if I register for a total of 3 to 8 weeks (per child) that I have the option of cancelling or changing a MAXIMUM OF TWO camp weeks (per child) with no penalty before said date. If I make an additional third cancellation or change (per child) before MAY 1, 2023, I will be charged a \$50.00 fee per camp week change. I understand that if I register for a total of 2 weeks (per child) I have the option of cancelling one week and changing one week with no penalty before MAY 1, 2023. I understand that if I register for only 1 week (per child) I have the option of changing one week before MAY 1, 2023. I understand that I am obligated for payment of at least 1 camp week via my non-refundable registration deposit of \$50.00. I understand SATR reserves the right to use my \$50.00 non-refundable deposit as payment for camp tuition and fees if my account becomes past due. I understand a new \$50.00 non-refundable deposit will be required before my child may attend SATR for any remaining registered camp weeks.

I understand that all camp week cancellation or change requests must be made in writing, via email, and must be approved by the SATR team. I will receive a confirmation email once processed within 5 business days. I understand that all changes and additions of camp weeks are subject to available space.

In addition, I shall be responsible for any attorney or collection fees required to collect unpaid tuition and/or any other outstanding camp charges that may include a returned check fee, late payment fee, extra t-shirt, registration change, or cancellation fees. I understand no fee adjustments or refunds will be given for my child's absence regardless of the cause, or for any changes in field trips, pool trips, and events due to unanticipated calendar changes, weather, energy problems, and emergencies. By signing this agreement, I also give permission for my child/children to be transported to activities outside of the "Summer At The Ridge" facility, which is located at 95 Reservoir Road by shuttle or any "Summer At The Ridge" vehicle. I understand that photographs may be taken for promotional usage.

## CODE OF CONDUCT AGREEMENT:

This agreement is designed to ensure the safety and integrity of Summer At The Ridge and all camp participants. The camp may require the withdrawal of a child for misconduct or other conditions that are disruptive to the overall operation of SATR. This is at the sole discretion of the camp staff in conjunction with the signed Code of Conduct Agreement. In the event of a withdrawal, suspension, or dismissal from camp enrollment, the parent/guardian will be obligated to pay the total due for all remaining registered camp weeks

Please read the following statements carefully. By signing, **you and your child** agree to comply with this Code of Conduct.

- I will maintain a respectful attitude toward peers, camp staff, and student/adult volunteers.
- I will be where I am supposed to be, when I am supposed to be there, and will stay with my group as assigned.
- I will respect the personal belongings of others.
- I will respect camp and any other facility I may visit through camp activities.
- I understand that I/my family will be responsible for all expenses incurred for damages I cause to personal belongings and property.
- I understand that iPod players and electronic games are not to be brought to camp. If I choose to bring these items, I understand they will be confiscated and held until my parent/guardian picks them up.
- I agree not to use my cell phone during camp activities. I also understand that some events/activities prohibit me from having a cell phone with me and for those events I agree to abide by such rules.
- If my parent/guardian has not done so, I will turn over all medications, prescription and non-prescription, to camp staff upon arrival. \*Medication Authorization forms **must be submitted** before medications can be administered at camp.
- I will ensure that I dress appropriately for all SATR activities. I agree to change clothes if asked or to wear a T-shirt that my counselor gives me. Offensive messages on T-shirts/clothing are deemed inappropriate.

- Appropriate clothing means comfortable and modest clothing i.e., sneakers are preferred for most events for safety reasons, sandals are OK for pool trips, modest shorts and tops are common attire. For pool trips, girls' bathing suits that expose midriff and boys' Speedos are inappropriate.
- I understand that some SATR activities/events may prohibit the display and wearing of pierced earrings or body piercings for safety reasons, and I agree to abide by any such restriction.
- I understand that the attitude, I bring to camp will directly impact my experience at camp; therefore I will try to approach each camp day positively and to participate fully.
- I understand that any violation of this Code of Conduct, or display of violent or disruptive behavior, may result in disciplinary action, including missing activities/events or having my parent/guardian pick me up from camp.

## EMERGENCY TREATMENT AUTHORIZATION:

In emergencies requiring immediate medical attention, your child will be taken to the nearest hospital emergency room. Your signature below authorizes our staff to have your child transported to the hospital. In the event non-emergency medical care is required, I authorize SATR staff to administer medical treatment. I understand that I am responsible for medical expenses incurred by my child and that SATR advises that I carry health insurance for my child. I also understand that if my child becomes ill, I must pick up my child immediately.

I certify that all health information submitted is complete and correct, and I agree to comply with the medications policy listed below. I authorize the SATR to use and release personal, medical, and emergency information about my child when it is relevant to the health, safety, and well-being of my child. I am responsible for providing this information prior to my child's first day of attendance. I understand that I am responsible for contacting the SATR team within 24 hours of any change in my child's medical condition after submitting health information, including the onset of any contagious diseases or special needs that are diagnosed. I also certify that the person herein described has permission to engage in all SATR activities except as previously noted.

- Before administering any prescription medication, we require a completed Medication Authorization and Waiver of Liability form. Authorization for all long-term medication must have your physician's signature along with parental permission. Please contact our office to acquire forms.
- SATR staff will assist campers with the normal application of sun and bug protection products unless parents inform the camp office (in writing) that SATR staff should not assist. Campers must supply their own labeled sun and bug protection products.

## STATEMENT OF ACCEPTANCE:

Summer At The Ridge admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the center. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its instruction, admissions, or other childcare administrated programs.

**I have read, understand, and will comply with the Summer At The Ridge policies and agreements outlined above. I have discussed the Code of Conduct policy with my child and understand that if he/she fails to comply, they may be removed from camp without a refund of tuition paid or due. My typed name in the box below serves as my legal signature.**

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Parent/Guardian Name

Signature

Date (mm/dd/yyyy)