



# Goldin Summer Day Camp **2017** Cover Letter and Registration Policies

Summer, 2017

Dear Parent/Guardian,

Thank you for your interest in COA's Goldin Summer Day Camp (GSDC)!

Attached you will find the application and forms needed to register your child(ren) for one of our day camps in Milwaukee. Please take the time to read everything, and complete the application and forms carefully. Failure to complete the forms correctly will result in a processing delay. All information is held in strict confidence. A prompt and accurate application will ensure a space for your child.

Remember, day camp sessions fill up quickly and we fill spaces on a first come, first served basis, so don't delay, sign-up TODAY!

Thank you for choosing Goldin Summer Day Camp at COA for your child(ren). If you have any questions or need more information, please call our Day Camp Registrar Francine Milan **(414-290-7903 Riverwest Center)**. We look forward to hearing from you soon.

Best regards,

Leslie Quevedo  
Youth Development Director

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights (Office of Adjudication), 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.



**(see other side for more details)**

## REGISTRATION POLICIES AND PROCEDURES – G.S.D.C.

**Please read forms carefully!**

**Only forms that are complete, signed, and include a processing fee will be accepted!**

1. Complete *one* application **per child** attending camp.
  - **SIGNATURE REQUIRED:** Be sure you (parent or guardian) sign the application and each form as required (examples: health history form, authorization to administer medications form, etc.)
  - **SCHOLARSHIPS:** ***MOST families qualify for significant scholarships!*** Scholarships are based on household size, income level and special circumstances. If you are requesting a scholarship, please answer all questions in the scholarship section of the application and submit proof of the household income (example: a copy of last year's *Tax Form 1040*.) *The processing fee is still required and must accompany the application.* The Day Camp Registrar will contact you with the amount you qualify for and your camp fee based on that award.
  - **MyWICChildCare** (Formerly WISCONSIN SHARES (W2): COA accepts MyWICChildCare EBT Payments for day camp fees. *Families are required to pay the processing fee of \$10.* You will need to name the appropriate site (or location) as your provider by the time your child begins camp. The provider number for the Riverwest Center is: 2000563592-002.
  - **CAMP FEES:** The cost for each week's session is \$180 for each child. This fee is greatly reduced from the actual cost thanks to the generosity of individual donors and the United Way of Greater Milwaukee. Generous scholarships are available to families who qualify (see scholarships above.)
  - **NON-REFUNDABLE PROCESSING FEE:** Return completed forms with your \$10 processing fee for each child (\$20 maximum per household.) The fee balance is due 1 week before camp. *Failure to pay may result in your child losing their spot!*
  - **ADDITIONAL FEES:** Additional fees will be charged if children are dropped off early or picked up late. The fees charged could be as much as \$1 per minute.
  - **PAYMENT POLICIES:** All fees **must be paid in full.** Payment plans will be accepted in any amount, at any time, provided all payments are completed 1 week before the scheduled start date and for each additional week. Payments may be made at the Riverwest Center mid-level reception desk or at the COA administrative building. Please keep a copy of your receipt for payments.

**✓ Please Note: Each applicant (child) requires a separate \$10.00 processing fee**

2. **CONFIRMATION POLICY:** After the forms are processed, you will receive a written confirmation.
3. **WAITING LIST POLICY:** If sessions are full, we will notify you and place your child on a waiting list. As spaces become available, you will be contacted by phone.
4. **CANCELLATION POLICY:** Requests for cancellations with refunds received within 2 weeks of start date **will not be accepted and refunds will not be made.** For cancellations made 2 or more weeks prior to the start of the session, all fees will be refunded less the \$10 processing fee (or \$20 for a household.) Refunds will only be issued if cancellation is made by telephone or written notice to the Day Camp Registrar. **No refund of camp fees will be given for same-day cancellations, no-shows or early departures due to disciplinary reasons or parent request. Children are expected to attend every day of their assigned session; therefore there are no pro-rated fees to accommodate absences.**
5. **TRANSPORTATION POLICIES:** Transportation to and from day camp is NOT provided. You must provide transportation to and from COA each day. Field trip transportation is provided and included in the session fee. Parent participation is highly encouraged and we welcome you to connect with the Camp Directors to learn about opportunities for involvement.
6. **QUESTIONS:** Contact our Day Camp Registrar at (414) 290-7903 (Francine at Riverwest Center).