

## Registration Policies & Procedures for COA Camp Helen Brachman

**Registration:** Complete *one* registration per child attending camp. A \$25 non-refundable commitment fee deposit is also required for each child. These two things are all that is required to reserve a space for your child at camp. Forms are available on our website at [www.coa-yfc.org/camp/](http://www.coa-yfc.org/camp/) or from the registration office located at 909 E. Garfield Avenue, Milwaukee, WI 53212.

Online registration is available through Camp Network at [https://www.campnetwork.com/Register/Register.php?camp\\_id=396832](https://www.campnetwork.com/Register/Register.php?camp_id=396832)

Campers may attend up to 2 sessions per summer, if desired. If a camper wishes to attend more than 2 sessions, Camp Director approval is required.

**Non-refundable commitment fee/deposit:** Registrations cannot be accepted without the \$25 commitment fee deposit. The commitment fee/deposit is applied toward the camp fee. The fee balance is due no later than 4 weeks before camp. *Failure to pay may result in your child losing their spot!*

**Camping fees, scholarships and sliding fee scale:** The full fee for an 11 or 12-day session is \$650 for each child and 6-day sessions are \$350 per child. Scholarships are available based on need. All camp fees are greatly reduced from the actual cost thanks to the generosity of individual donors and the United Way of Greater Milwaukee. The sliding fee scale is available on the paper registration form and our website [www.coa-yfc.org/camp/](http://www.coa-yfc.org/camp/). If you have questions, please contact the registrar at 414-290-7905.

If you are not paying the full fee, please answer all questions in the scholarship section of the registration form and submit proof of the household income (copy of last year's 1040, 1040A or 1040EZ tax form filed, recent pay stub, etc.) Income verification is required for all scholarships awarded.

**Alternate agency scholarships:** If another agency is paying for camp, you are responsible for providing verification. All fees are your responsibility until payment is received from the agency.

**Confirmation information:** Once the registration is processed, you will receive a confirmation letter that includes your balance due. Additional required paperwork, as well as a packing list, a handbook that provides detailed information about departure and return times, locations, and other important information, will also be provided.

Online payments after initial registration can be made by accessing the account you created on Camp Network at [www.campnetwork.com](http://www.campnetwork.com).

**Payment policy:** All fees must be paid in full 4 weeks prior to the scheduled session departure date. Payment plans will be accepted in any amount, at any time, provided all payments are completed 4 weeks prior to the scheduled session departure date.

**Waiting list:** 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 email and/or phone.

**Cancellation policy:** All cancellations should be requested as soon as possible. For cancellations made 2 weeks or more prior to scheduled session, all fees will be refunded less the commitment fee deposit paid. Any requests for cancellations received within 2 weeks of start date, will not be accepted (unless due to family or medical emergency). The full amount paid will be refunded if a camper cannot be placed in the session of their choice. Session choice may be changed prior to scheduled session but is subject to space availability. No refund of camp fees will be given for same-day cancellations, no-shows or early departures due to homesickness, disciplinary/behavioral reasons or parent/guardian request.

**Transportation:** The cost of transportation is included in your camp fee. More information on busing is included in the parent/guardian information you will receive after you register.