



## WELCOME BACK TO CAMP JAYCEE!!

Dear Parent or Guardian,

Welcome to another fun filled summer at Camp Jaycee. Applications are now being accepted and enclosed you will find the 2017 camp packet. We are making every effort to ease the application process and avoid delays in processing and extended waits at check in. Please be advised our forms have been revised to collect more informative information for our camp and medical staff. We ask for your full cooperation and patience during registration. With this in mind, it is imperative that the application and medical process be adhered to for the safety of all in our care. Please read this detailed letter in its entirety to avoid delay in the application approval. We will no longer accept incomplete or partial applications. If at any time you are in need of additional forms, they can be downloaded on our website at [www.campjaycee.org](http://www.campjaycee.org). As always, we are here to assist you. Please call our office at: 732-737-8279 if you are in need of assistance.

### Summer 2017 Dates

Session 1:      Week 1: June 25 – July 1  
                    Week 2: July 2 – July 8  
Session 2:      Week 3: July 9 – July 15  
                    Week 4: July 16 – July 22  
Session 3:      Week 5: July 23 – July 29  
                    Week 6: July 30 – August 5  
Session 4:      Week 7: August 6 – August 12  
                    Week 8: August 13 – August 19 (18 and older/independent campers only).

### Registration Process


#### Application Package

Your application package includes two forms that must be filled out and returned at the time of registration; the medical forms do not need to be returned at the time of registration (please read cover letter attached to the physical packet). It is imperative the application is complete, this packet is given to the camp counselor(s) prior to the camper's arrival. Please **DO NOT** send incomplete applications they will be returned.

- **The Residential Camp Application-** Please complete all 8 pages, even if you have attended our program for many years. Make sure that the contact numbers are filled out and written clearly. The more information we have the better we are able to serve you. Please make sure to sign the application.
- **Summer Food Service Form** - The enclosed Summer Food Program Application is required and must be completed by everyone regardless of eligibility. This is a federally funded program that helps keep our food cost down. Please return all three pages of this form. Instructions are enclosed.

#### Fees/Deposit

The cost for a two week session is \$1,700 (\$850 per week). A \$150 non-refundable application fee must accompany all applications (even if you have previously attended our program). The \$150 application fee will be applied to the camper's total tuition bill. Application fees may be refundable after full payment is provided by the funding agency. Campers can register for one or multiple consecutive weeks, as well as split their camp stay into multiple non-consecutive weeks pending approval. Limited scholarships are available based on financial need (household income information will be verified); please apply prior to May 1<sup>st</sup>. Please call the office for the scholarship application form or visit our website to download.

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### **Billing/Payments/Funding**

All forms of payment are accepted, if you would like to pay by credit card please call our office to make a payment over the phone. If you are self-paying, we must receive full payment in our office 4 weeks prior to the start of camp. Your bill will be enclosed with your acceptance packet, you will not receive a reminder bill. It is advisable to make a payment in full at the time of acceptance. Pre-payments are acceptable providing the balance is paid in full 4 weeks prior to the start of camp. Applicants with no letter of intent on file, or those with unpaid balances, may be subject to dismissal from the program without notice.

If you are applying for funding through a local or state agency (DDD, Waiver Program, Easter Seals etc.) it is your responsibility to contact your support coordinator. You MUST provide them with a copy of the Acceptance Letter. An authorization or letter of intent to pay from the agency must be received in our office by June 1<sup>st</sup>. Note: DDD recipients only: DDD contracted maximum payment amount is \$715, you are responsible for the remaining balance prior to attending camp. Campers sponsored by agencies are required to attend camp, for the dates approved by the agency. Non-attendance by agency-sponsored campers automatically voids the agreement with the sponsoring agency, in which case the payment of tuition (less the Application Fee) automatically becomes the responsibility of the camper's parent/guardian.

### **Acceptance Packet**

Upon receipt of your application and \$150 non refundable application fee, your application will be reviewed by the Camp Director. Once the application is approved you will be notified by mail within 7 business days. In the acceptance packet you will receive an invoice, initial acceptance letter, 2017 Health Assessment and Physical Form, packing list and directions. Please review the invoice and registration dates on the letter for accuracy. If you do not receive the letter within 2 weeks of submitting your application, please contact the Camp Coordinator at 732-737-8279 or email [ngoodwin@campjaycee.org](mailto:ngoodwin@campjaycee.org). Applications without an application fee will not be processed and returned.

### **Date Changes/Cancellations**

Typically we can accommodate session or week changes. If the need for a change should arise please contact our administrative office immediately, keep in mind that July and August dates tend to fill quickly. We will make every effort to accommodate your request. If you need to cancel, we require 4 weeks advance notice. A refund minus the \$150 application fee is refundable. If the camper's medical form and/or required documentation is not received 4 weeks prior to their registered camp arrival date, the camper will be removed from the roster and placed on a waiting list.

### **Refund Policy**

**No refunds or credits will be given for the following circumstances:**

- Camper does not show up for registered/scheduled camp session
- Camper arrives and checks in at a later date
- Camper is denied admission to camp upon arrival (i.e. incomplete/inaccurate medical forms, presence of an acute medical condition etc...).
- Camper leaves prior to the end of the camp session (i.e. behavior, illness, scheduled vacation conflicts etc...)

It is advisable that each participant is pre-screened prior to arriving to camp. Please check the individual for signs of acute illness such as, athlete's foot, open sores/scabs, skin irritation, etc....