



# Summer Camp Change ELEMENTARY Form

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**Note: If adding summer camps only please do not use this form. Additions are completed on a new Summer Camp Enrollment Form. This form is only for cancelations and exchanges.**

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## STEP 1.

- Cancelation Only:** Complete Step 2 below ONLY
- Cancelation & Exchanging for a DIFFERENT Week:** Complete Step 2 and Step 3

## STEP 2.

**Cancelation of Camp Week(s):** Please note the deadline listed below. Each form submitted to the office will be assessed a fee of \$10.00. (There is no Cancelation after the deadline & original camps must be paid in full.)

- **Session 1 Deadline:** April 10, 2023
- **Session 2 Deadline:** May 8, 2023
- **Session 3 Deadline:** June 12, 2023

**Mark the Week(s) to Cancel Below:**

<u>Session I</u>	<u>Session II</u>	<u>Session III</u>
<input type="checkbox"/> Week 1: May 31 – June 2	<input type="checkbox"/> Week 5: June 26 – June 30	<input type="checkbox"/> Week 9: July 24 – July 28
<input type="checkbox"/> Week 2: June 5 – June 9	<input type="checkbox"/> Week 6: July 3 – July 7 *No camp July 4th	<input type="checkbox"/> Week 10: July 31 – Aug 4
<input type="checkbox"/> Week 3: June 12 – June 16	<input type="checkbox"/> Week 7: July 10 – July 14	
<input type="checkbox"/> Week 4: June 19 – June 23	<input type="checkbox"/> Week 8: July 17 – July 21	

## STEP 3.

**Mark the Week to EXCHANGE: (Do not complete if Canceling Only)** Exchanges are permitted before and after the deadline. A \$10 fee is assessed each time a form is submitted to the office.

Mark Each Week as:  = Half-Day (9:00 am – 1:00 pm) or  = (Full-Day 7:30am – 4:00 pm)

<u>Session I</u>	<u>Session II</u>	<u>Session III</u>
<input type="checkbox"/> <input type="radio"/> Week 1: May 31 – June 2	<input type="checkbox"/> <input type="radio"/> Week 5: June 26 – June 30	<input type="checkbox"/> <input type="radio"/> Week 9: July 24 – July 28
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<input type="checkbox"/> <input type="radio"/> Week 4: June 19 – June 23	<input type="checkbox"/> <input type="radio"/> Week 8: July 17 – July 21	

**Initial:** \_\_\_\_\_ I understand that I am enrolling in the above camp(s) as identified in Step 3. I understand if I cancel later I must do so by the deadlines listed above in Step 1. I agree to the terms and conditions on the front and back of the Summer Enrollment Agreement form already on file with the office.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Following Section for Office Use Only:** Date Form Received: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Was Deadline Met:  Yes  No Comments: \_\_\_\_\_

**Fee Charged:**  \$10 Change Fee **Discount for Exchanged Wk(s):**  5% 2nd Child  10% 3rd Child  5% Multi-Week

**Change Completion:**  Entered in QB  Entered in HM  Attendance