

Gahanna Spring Break Camp 2017

City of Gahanna Department of Parks & Recreation
200 S. Hamilton Road, Gahanna, Ohio 43230

Parent or Guardian First Name : _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Resident ____ Non-Resident ____ Home Phone: _____ Daytime Phone: _____

Camper's Name _____ Birth Date _____

ALL FORMS MUST BE COMPLETED & RETURNED BEFORE YOUR CHILD ATTENDS CAMP!

This includes:

- **Registration Form** (*this form to turn in at time of registration*)
- **Health History Form complete on ePACT portal including :**
 - ◇ **Immunization Record**
 - ◇ **Pick Up Authorization**
 - ◇ **Copy of Insurance Card (FRONT & BACK)**
(invitation to be emailed by ePACT after camp registration)

This form can be:

- Dropped off at the Parks & Rec front desk
- Mailed to Department of Parks & Recreation
- Faxed to 614-342-4351
- Emailed to parksandrec@gahanna.gov

Policy Acknowledgement

I have received a copy of the respective 2017 Parent Handbook. I understand and agree to follow the outlined policies and procedures wherein.

Parent/Guardian Signature: _____ Date: _____

Payment Method

Cash Money Order # _____ Check (payable to City of Gahanna) # _____

Credit Card Please bill my credit card (circle one): MC Visa AMEX Discover

Printed name as it appears on card

Account Number

Expiration Date

Signature of Cardholder

Gahanna Spring Break Camp 2017

Refund and Credit Policy

ABSOLUTELY NO CREDITS, REFUNDS, OR TRANSFERS WILL BE ISSUED FOR CUSTOMER REQUESTED CANCELLATIONS AFTER MARCH 3, 2017.

Gahanna does not offer customer-requested refunds for any programs, including Camp. Customer requested cancellations or transfers received on or before March 3, 2017 will receive department **household credit *only***.

- Credits expire one year from the date issued.
- Customers using a household balance to register for a program will forfeit their credit, if they choose to un-enroll in the program.

All customer requested cancellations and changes are subject to a \$25 administrative fee.

- This includes transferring from one day of camp to another.
- If changes to registration are made more than one time, multiple administrative fees will apply.

Absolutely no credits or transfers will be issued for customer requested cancellations after March 3, 2017.

- This includes missing any portion of camp due to vacation, schedule conflict, or any non-emergency situation.

Refunds or credits for hardship and emergency situations must be requested by letter to the Department Director.

- *Hardship situations* are defined as a job transfer of 25 miles or more away or serious medical condition. Requests must be accompanied by proof and should be presented within 2 weeks of first occurrence impacting camp attendance.
- *Emergency situations* are defined as camper illness, injury, or medical emergency. Requests must be accompanied by proof and should be presented no less than one week prior to affecting camp attendance.

Policy Acknowledgement

I have read, understand, and agree to the Gahanna Spring Break Camp 2017 Refund and Credit Policy.

Parent/Guardian Signature: _____ **Date:** _____