



## REGISTRATION GUIDELINES & POLICY:

- Summer Camp registration begins **Monday March 4<sup>th</sup>** for all 3 Club locations
- **NON-MEMBERS:** Must pay the annual (Sept 1 to Aug 31) club membership fee (\$25) at time of summer camp registration.
- You will be required to pay a **\$25 non-refundable deposit / week of camp / child.**
- Unpaid Fees for Drop-In, Bus Transportation, Discovery Club or Happy Hours Preschool will be **due in full at time of summer camp registration.**
- Children with **EEC financial aid vouchers** must provide the “summer” voucher at the time of registration for the deposit to be waived **OR** you are responsible for leaving a \$25 non-refundable deposit per week of camp per child
- **Limited BGCMW Financial Aid are available.** We recommend that families interested in Financial Aid, complete and submit the application **NO LATER than May 1<sup>st</sup>**. Financial Aid do NOT cover 100% of the weekly cost, but covers a % of the weekly cost based on your families need. To share the Financial Aid with all families in need, we only offer up to 3 weeks of discounted rates per child. You are responsible for paying a **\$25 non-refundable deposit / week of camp / child.**
- Summer Adventure Weeks **are NOT held or reserved.** We sell summer adventure weeks on a **first-come, first-served basis.** When weeks are full, we offer waitlisted spots, which will be called in order.
- We monitor **waitlists** regularly. We will contact you when an opening becomes available. The **Full Summer Adventure Week Fee will be due** at the time of enrollment from waitlist.
- BGCMW **will NOT be able to accommodate Special Circumstances** during our 8 week summer program, such as mid-day doctor’s appointments, tutoring, MCAS, summer school and baseball, soccer games etc. We apologize for any inconvenience this may cause you, but it is for the safety of your child and all other children.
- Summer Adventure **registration changes** - must be done in writing via email or letter to the correct BGCMW Club office. We request 2 weeks’ notice and your change will not be official until confirmed in writing from the BGCMW Club office
- Campers **MUST** wear their **camp shirts on TRIP Days.** If your child arrives without a shirt on their scheduled trip day, **you will be billed for an additional shirt (\$10).**
- There will be a \$10 **late pick up fee per child** for the first 10 minutes late. You will be charged \$5 for every 5 minutes after. Cash is paid at time of late pick up directly to the staff.
- Marlborough Campers **MUST** have the following **Required Immunizations:** Measles, Mumps Rubella: MMR#1, MMR#2; Diphtheria, Tetanus & Pertussis: DTap, DTP, DT, Td, Tdap; Polio: IPV/OPV #1, #2 and #3; Hepatitis B series: #1, #2, #3.



## **PAYMENTS, CANCELATIONS & OTHER FINANCIAL POLICY:**

1. **We accept cash, checks, money orders and credit cards** (Visa, MasterCard, and American Express). In the Marlborough location we are able to accept payments using your checking routing and account numbers.
2. At registration a **non-refundable deposit of \$25 per week per child** will be charged.
3. The remaining Summer Adventure Weekly Fee is **due in full 2 weeks prior to the 1<sup>st</sup> day of camp**. Invoice(s) will be mailed/e-mailed to you 2 weeks prior to the due date.
4. **Payment Plans** may be established at any time with Finance or Club Directors. Summer Adventure Payment Plans will be automatically charged weekly or bi-weekly to your Bank Account (Marlborough only) or Credit Card of choice. This information is collected by the Finance team and kept in a secure system. Bounced payments under the plan will be charged an additional \$25 fee for each occurrence.
5. There will be no refunds, credits or pro-rating for **missed days**.
6. **Cancellations** – in order to receive a full refund less the non-refundable deposit we **MUST** receive written notice 2 weeks prior to the 1<sup>st</sup> day of the summer adventure week you are cancelling. **Without** 2 weeks written notice there will be **no refunds, credits or money transfers** of any kind for withdrawal, failure to attend registered summer adventure weeks, or partial attendance.
7. **Prolonged Illness** – If a camper is unable to attend camp due to a prolonged illness **lasting 3 days or more**, the family may request a credit or partial refund less non-refundable deposit. The request must be made in writing during or shortly after the missed days and **must** be accompanied by a doctor's note.
8. We charge a processing fee of \$25 for **bounced checks, credit cards and electronic checks**. Fees not paid from bouncing a check **MUST** be paid via cash, money order or credit card. **NO** further personal checks will be accepted.

### **Who to Contact:**

#### **Framingham**

Tammi Pudlo, Club Director  
508-620-7145

[Tammi.pudlo@bgcmetrowest.org](mailto:Tammi.pudlo@bgcmetrowest.org)

#### **Hudson**

Steve Zepf, Club Director  
978-562-9924

[Steve.zepf@bgcmetrowest.org](mailto:Steve.zepf@bgcmetrowest.org)

#### **Marlborough**

Pete Dickerman, Club Director  
508-485-4912

[Pete.dickerman@bgcmetrowest.org](mailto:Pete.dickerman@bgcmetrowest.org)