Summer Day Camp Registration Procedures for State Vouchers Participants

- **Registration is on a first come first served basis. You are NOT guaranteed the spot until your child is physically registered.**
- Please fill out the Camper Information Form *(please print clearly)*. Your child has to be 5 years old by the start of camp and no older than 13 to receive a state summer day camp voucher. Please make sure we have the correct email and phone number for you.
- Check off the weeks that you would like your child to be attending. *(Voucher participants are only allowed to attend two weeks of Specialty/Sports/or Arts Camp).* Please do not assume that the staff knows what to register your child for. Camp weeks are 5 full days Monday – Friday. You will need to register for a full week, not a partial week. The child is to initially begin on a Monday for their start of camp.
- If you have an active voucher, please send a copy along with your registration.
- The camp will need a copy of your child’s physical (within two years), and your child’s immunization records before the start of camp.
- Once your child is registered, you will receive a confirmation email with a signed Confirmation of Provider Form. Please look over the dates to confirm. This is the time to correct any weeks that need to be changed. It is your responsibility to also sign and send the Confirmation of Provider Form to the Voucher Agency. It is your responsibility to get an appointment to get your voucher switched over to the Summer Day Camp. Your after-school voucher is not acceptable and needs to be switched to Day Camp.
- The Voucher Agency will not want your Confirmation of Provider Form until you have your appointment set up to switch your voucher over to Day Camp. Keep the form in a file on your phone or computer to send it over at the right time.
- If the SSYMCA does not receive your state voucher before camp starts, your child will not be able to attend camp. You can pay privately until we receive the voucher. If the SSYMCA has not received your voucher and there is no communication from you regarding your child attending or not attending the camp, we will assume that your child is not attending, and we will fill the spot.
- Weekly parent fees are due the Monday, one week before the camp week starts. It is requested that an **Automatic Payment Deduction Form** be filled out and returned. Payments can also be made at the Front Desk of the Hale or Emilson branches, or you can make your payment on the SSYMCA.org website.
- If the parent fee is past due, you will receive a **Non-Payment of Parent Fees Warning Notice** and if still not paid, a **Notice of Termination**.
- The SSYMCA reports your child’s weekly attendance to the state. It is very important that you call your child’s camp if your child will be absent for the day(s).
- You are still responsible for your weekly parent fee, even if your child does not attend the week that your child is registered to attend.
- You have agreed to give the voucher agency and the SSYMCA a minimum of fourteen calendar days written notice of your intent to change providers or terminate service.