



The Y: We're for youth development,  
healthy living and social responsibility.

**Kishwaukee Family YMCA  
SUMMER CAMP PROGRAM CANCELLATION/SCHEDULE CHANGE REQUEST**

**MEMBER INFORMATION PLEASE PRINT**

Date: \_\_\_\_\_

Account Holder Name: \_\_\_\_\_

Name of Program Participant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROGRAM INFORMATION PLEASE PRINT**

Program/Activity Name: \_\_\_\_\_

Program Dates to **Remove**: \_\_\_\_\_

Program Dates to **Add**: \_\_\_\_\_

Reason for Cancellation/Credit Request: \_\_\_\_\_

**I agree to the above changes made to my program registration:**

**\*See reverse side for Summer Day Camp Policies\***

Member Signature: \_\_\_\_\_

**For Office Use Only:**

Staff Name: \_\_\_\_\_ Date Received: \_\_\_\_\_ Routed to: \_\_\_\_\_

**YMCA STAFF:** If applicable, please select one and give to the DIRECTOR to approve. Changes can only be made by the Youth Development department.

- System Credit of \$ \_\_\_\_\_
- Refund Original Method of Payment (Credit Card or Check) of \$ \_\_\_\_\_

Additional comments: \_\_\_\_\_

Date changes completed in the system: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### **\*Summer Camp Policies:**

- There is a one-time non-refundable registration fee of \$25 due at time of registration.
- A **\$10 deposit per camper per week must be paid at the time of registration** to reserve a spot. This deposit is **non-refundable and non-transferable**. Deposits are applied toward the cost of each week.
- All Camp Kish **payments will be set up to be automatically drafted on the Monday two weeks prior** to your reserved week(s) of camp. If camp payment is not paid, the camper will **NOT** be permitted to attend camp, and may forfeit his/her or her spot to the waitlist.
- A **\$25 late payment fee will be applied** to returned payments.
- There is no refund for non-attendance of camp. If your child will not be able to attend a week of camp that has already been reserved, you must notify the YMCA by filling out this form, at least two weeks in advance or you will be responsible for paying the full fee.
- **Part Time Registration:** you may choose **1-3 days** your child wants to attend for part time registration. Changes to days of the week are permitted with 7 days notice in writing.