

# Riverside Parks & Recreation Camp Payment Guidelines



We are so happy to have your child in our Summer Camp! In an effort to serve all of our summer families with efficiency, we ask that you adhere to the payment guidelines detailed below. All questions/concerns may be directed to the Riverside Parks and Recreation Department at (708) 442-7025.

There will be **NO** makeup days, **NO** prorating and **NO** alternate attendance options. Weekly Camp registration closes on Wednesday of the week prior at 12 PM (i.e. After 6 PM Wednesday Week 1, no one can be added to camp list for Week 2).

## Timeliness

Please be sure to adhere to all payment deadline dates in conjunction with the aligned week of registration. (WK1 and WK2 5/16, WK 3 and WK4 5/31, WK 5 and WK 6 6/15, WK 7 and WK 8 6/30, WK 9 and WK 10 7/15. If payment is not received by the deadline, the child(ren) will be removed from the weekly program and no deposits will be refunded. If no waitlist exists, there will be a **\$10 late fee** per week of enrollment. Spots are not guaranteed if you do not pay by the deadline. Please contact the Parks and Recreation office if you need to make arrangements due to emergency/unexpected situations.

## Withdrawal from Camp

Each weekly registration requires a **\$15 DEPOSIT** to secure the participant's spot. Each \$15 deposit will be applied towards the weekly balance. There will be no penalties for any camp withdrawals made before May 9, 2022. Any withdrawals made on or after May 9, 2022, will result in the forfeit of the weekly deposit. After your full payment is made on the deadline, you may not receive a refund for the dates your payment covers. For example, your payment on May 16, 2022 covers weeks 1 & 2 of camp, if you choose to withdraw your child after the 16<sup>th</sup>, you will not receive a refund for weeks 1 – 2. If you withdraw before the payment deadline, you will receive your payment less the \$15 deposits and adjusted registration fees.

If your child needs to be withdrawn from a program, please notify the Riverside Parks & Recreation Department before the payment deadline by emailing ([riversidepr@riverside.il.us](mailto:riversidepr@riverside.il.us)) or by calling (708) 442-7025. If you do not receive a confirmation email, please follow up by phone. Failing to do so will result in the loss of the weekly fees. We appreciate your cooperation as other children may want to fill open camp spots.

## Returned Checks/Non-sufficient Funds

In the event of a returned check, the responsible party will be charged a **\$35 NSF FEE** per Village Code. After one incident, checks will no longer be accepted. Future payment may be made with cash, cashier's check or credit card.

## Camp T-shirt

Each participant will receive 1 camp t-shirt included in their initial registration. If available, replacement t-shirts may be purchased for **\$10 PER SHIRT**. If a child does not have their camp shirt upon arrival on a Field Trip Day, the child will be provided with the additional shirt if it is available and a \$10 fee will be automatically applied to the camp balance.

## Payment Methods

The following payment methods will be accepted:

1. Online WebTrac- Pay off balance online under "Account" tab and scroll to "Pay Old Balances" in household WebTrac account.
2. Automatic Payments through your Bank. Checks need to be made out to: Village of Riverside  
To the attention of: the Riverside Parks and Recreation Dept. at 27 Riverside Road in Riverside, IL 60546.
3. In-Person at 43 E. Quincy St, Riverside, IL, 60546

## Payment Reminders

Payment reminders will be sent 1 week before the payment deadline. Remember to pay by the deadline, if you need to cancel or make a changes please contact before us before the payment deadline.