

**NEW!          Payment Plan for Summer Youth Day Camp          NEW!**

If you enroll your child in more than three weeks of camp, you may wish to take advantage of our Camp Payment Plan.

One form must be completed for each participant.

A one-time NON-REFUNDABLE administrative fee of \$20.00 will be charged to establish EACH Camp Payment Plan.

Due to the complexity and popularity of the Camp Payment Plan, it is recommended that you take advantage of our **Early Camp Registration Day** for Torrance Residents ONLY on **Saturday, May 12, 2007 from 8:00am – 3:00pm.**

**Walk-in registration** will be taken at the Registration Office located in the West Annex of City Hall, 3031 Torrance Blvd, Torrance.

**On-line registration is also available for those wishing to make full payments.**

The Registration Office will continue to accept camp registrations until camps are full, or until the Wednesday prior to the first day of camp.

**PLEASE READ AND FOLLOW DIRECTIONS CAREFULLY:**

1. Fill out the "Registration Form" indicating all of the weeks of camp for which you wish to enroll. List alternate choices for each week, if possible, as camps fill quickly. If your first choice is full, you will be placed on a waiting list and you will be enrolled in your alternate choice for that week.
2. Fill out the credit card information section on the "Summer Camp Payment Plan Form". This information is MANDATORY to participate in the Camp Payment Plan.
3. Weekly payments will be due three weeks prior to the first day of each camp. If payment is not received by 5:00p.m. on the due date indicated on your schedule, your credit card account will be charged. If your credit card charges are declined, you will be ineligible to use the Camp Payment Plan for the remaining weeks of camp. The outstanding payments must then be made in full or your child will be removed from the remaining weeks of camp.
4. Payments may be made in person (cash, check, or credit card) or by phone (310-618-2720) or fax (310-781-7598) using your credit card.
5. Walk-in and on-line registration for camp is preferred, however, you may mail or fax your camp registration (these registrations will be processed as time permits and will not have any priority). If you choose to mail-in your camp registration, please send separate checks or use your credit card for the first three weeks of camp for each child you wish to register. If you wish to fax-in your camp registration, please include your credit card information. (Payment will be applied to the first three weeks which your child is enrolled in.)

## SUMMER DAY CAMP CANCELLATION & REFUND POLICY

**IMPORTANT:** You **MUST** call the Registration Office **at least two (2) weeks prior to the start of camp** if you wish to *cancel a camp, transfer to a different week of camp, obtain a credit on account OR obtain a refund.*

**NO ADJUSTMENTS WILL BE MADE AFTER THAT TIME.**

A 20% administrative fee will be deducted for each week in which a **refund** is given.

**No credits, transfers, or refunds will be issued once the camp begins.**

**New enrollments and additions (including extended care) MUST be made by 5:00pm the Wednesday prior to the start of camp.**

The Registration Office is open Monday – Friday, 8:00am-5:00pm alternating with a closed Friday every other week.

The Registration Office will be closed on the following dates:

**May 11, 25 & 28; June 8 & 23; July 4, 6 & 20**

This form **MUST** accompany the “*Registration Form*” for ALL Camp Payment Plans.

**A one-time NON-REFUNDABLE administrative fee of \$20.00 will be charged to establish EACH Camp Payment Plan.**

### SUMMER DAY CAMP PAYMENT PLAN 2007

(For Greenwood, LaRomeria, Sports, Teen & Theatre Camps ONLY)

This plan is for campers enrolling in more than **three** weeks of camp. One form per camper.

Camper's full name: \_\_\_\_\_

I hereby authorize the use of my:

MasterCard    Visa

CREDIT CARD # \_\_\_\_\_

Expiration date: Month/Year: \_\_\_\_\_

\_\_\_\_\_  
Print your name as it appears on card

\_\_\_\_\_  
Signature (forms will not be processed without a signature)

**A VALID credit card number is MANDATORY for Camp Payment Plans. If your credit card charges are declined, your child will be removed from the Camp Payment Plan for the remaining weeks of camp and payment must be made immediately to remain in camp.**

Please check ONE of the following options:

**(If no option is selected, your credit card will automatically be charged weekly.)**

1.  Charge my account on a weekly basis. First three weeks of camp per child is payable now.
2.  I prefer to make weekly payments by the due date indicated on my Camp Payment Plan Schedule. The first three weeks of camp per child is payable now. I may pay by cash, check or credit card. **If my payment is not received by 5:00 p.m. on the due date stated, I understand that my credit card account will be charged for that week of camp.**

I have read and understand the Camp Cancellation and Refund Policy:

\_\_\_\_\_  
Signature