the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MAKING FRIENDS MAKING MEMORIES

WEST BARNSTABLE DAY CAMP
PROGRAM GUIDE 2016

www.ymcacapecod.org

GET A JUMP ON SUMMER

DISCOVER MORE

With a commitment to nurturing the potential of children and teens, promoting healthy living, and fostering a sense of social responsibility, the YMCA Cape Cod's West Barnstable Day Camp ensures that every individual has access to the essentials needed to learn, grow and thrive.

The YMCA Cape Cod operates two day camps on Cape Cod; Camp Lyndon in Sandwich and West Barnstable Day Camp located at the Y. Both camps provide a safe, thriving environment for young people to explore personal interests, build self esteem, develop interpersonal skills, discover the creativity and health benefits of the outdoors, and make lasting friendships and memories.

WEST BARNSTABLE

Stay connected to the YMCA Cape Cod and WB Day Camp by LIKING our Face Book page https://www.facebook.com/pages/YMCA-Cape-Cod/. Your child could be camper of the week and we want you to be able to share that news with family and friends.

Discover your talent or show us what you've got! We encourage all forms of self expression and offer opportunities by way of enrichment in the arts, sports, and nature to name a few. Examples of self expression may vary from creating a collage on the basketball court with paint, bucket drumming in the field, or flash mob in the YMCA pool lobby! We build confidence and independence! Your child will grow in spirit, mind and body by embracing the four core values of honesty, caring, respect and responsibility; which is modeled by our professional and caring staff. Don't wait! Become a part of the YMCA Cape Cod family this summer.

GREAT ADVENTURES AWAIT! DOWNLOAD REGISTRATION FORMS ONLINE AT: YMCACAPECOD.ORG/PROGRAMS/CAMP/

2016 CAMP SESSION DATES

Week 1	June 27- July1
Week 2	July 5 - July 8
Week 3	July 11 - July 15
Week 4	July 18 - July 22
Week 5	July 25 - July 29
Week 6	Aug. 1 - Aug. 5
Week 7	Aug. 8 - Aug. 12
Week 8	Aug. 15 - Aug. 19
Week 9	Aug. 22 - Aug. 26
Week 10	Aug. 29 - Sept. 2

****NO CAMP IN SESSION HELD FOR JULY 4TH – HOLIDAY**

ALL NEW CAMP OPEN HOUSES!

Bring the whole family and your sense of adventure for an exciting, interactive tour of the WB Day Camp!

Saturday, April 8	10am-1pm
Saturday, May 7	10am-1pm
Tuesday, May 10	4:30pm-6:30pm
Thursday, June 9	4:30pm-6:30pm
Saturday, June 11	10am-1pm

Call (508)362-6500 ext. 208 or 125
Email rfallon@ymcacapecod.org

LIKE US ON FACEBOOK & RECEIVE A FREE T-SHIRT

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

WHO WE ARE

The Y is the nation's leading non-profit committed to strengthening communities through youth development, healthy living and social responsibility.

OUR CAUSE

Strengthening the foundations of community.

AREAS OF FOCUS

Youth Development - Nurturing the potential of every child and teen.

Healthy Living - Improving the nation's health and well-being.

SOCIAL RESPONSIBILITY - Giving back and providing support to our neighbors.

MAKING A DIFFERENCE

Timmy had a difficult year moving numerous times and having various changes to his family dynamic. When he came to summer camp, he wasn't very interested in making new friends or looking up to his counselors. During the course of the summer, this beautiful little boy began finding himself in the office to talk about listening better and making new friends. Little by little, he began to break out of his shell and came to love meeting new people. He even started stopping by the office on his own to tell staff about his day's adventures. With constant reassurance and loving guidance from our caring staff, Timmy learned to trust adults and children again. The self-confidence he gained from our program helped to ensure a great following school year. Camp made this happen for Timmy. He was allowed to be himself and we were there to support and direct him along the way. We are happy to be part of his life and cherish the impact he has made on our working experiences here at WB Day Camp.

Summer at West Barnstable Day Camp...

Is about freedom and discovery. Your child is free to discover who they are by participating in all the day has to offer. While providing a safe, exciting, caring environment with our staff, we will create an enriched experience for you and your child to remember for years to come.

We strive to engage your child in as much stimulus as they can handle and offer age appropriate activities for all. Each day is filled with friends and team building while we learn some important virtues!

We can't wait to meet your child! Come play, be silly, learn by experience, make new friends and build character this summer at the YMCA West Barnstable Day Camp.

YOUTH DEVELOPMENT PROGRAMS

PROGRAMS RUN MONDAY-FRIDAY FROM 9AM- 4PM, EARLY & LATE CARE PROVIDED FOR AN ADDED FEE

A GEM IN THE HEART OF THE COMMUNITY. MORE THAN A TRADITIONAL CAMP EXPERIENCE

We offer a taste of everything at West Barnstable Day Camp. Our summer is built of themes including pirate week, music and entertainment week, wild animals and outdoor bubble jam. This is achieved through field trips or visiting enrichment throughout the 10 weeks of summer. Weekly ongoing enrichment such as dance, nature and art are looked forward to by each camper.

ACTIVITIES

West Barnstable Day Camp offers campers the opportunity to experience a wide variety of activities throughout the summer such as: archery, bucket percussion, sports and nature arts. As always, the Y includes play based activities centering on the four character values of caring, honesty, respect and responsibility.

We take advantage of our rich local environment by offering weekly activities that may include: waterworks, soccer, dance, drama, music, nature, gardening and arts.

SWIM LESSONS

Campers receive instructional swim lessons and recreational swim time in the Y's two indoor pools 4 days a week.

UNIT 1 - CHIPMUNKS

5-6 YEARS

CAMPER TO COUNSELOR RATIO 5:1

Through daily experiences and activities, Unit 1 encourages campers to accept and demonstrate caring, honesty, respect and responsibility in everything they do. These experiences will include songs, skits, arts and crafts, instructional and recreational swims and nature skills.

UNIT 2 - CUBS

7-8 YEARS

CAMPER TO COUNSELOR RATIO 10:1

Unit 2 takes our camp program a step further by spending more time in a wider range of camp activities. Campers are encouraged to set new physical and learning goals and to explore new abilities and qualities in themselves.

UNIT 3 - FALCONS

9-11 YEARS

CAMPER TO COUNSELOR RATIO 10:1

Unit 3 develops a sense of community, teamwork and ownership through individual and team challenges. Through these efforts we hope to provide a solid footing for the pre-teen years ahead. We give campers the opportunity to select special-interest activities and encourage them to learn and demonstrate specific program-related skills.

SAMPLE DAILY PROGRAM AREAS

- Themed Activities
- Arts & Crafts
- Archery
- Music
- Sports
- Swimming
- Field Trips
- Nature Walks

***DEFINITIONS:**

GROUP TIME: Activities, games, arts and crafts, music, or enrichment enjoyed as a unit. There are many times when units prefer to interact together in activities due to the size of our camp. Group time is also a time during the day when enrichments or field trips may take place. There will be a weekly field trip. Bus leaves at 9:30am and will return by 3:45pm.

WEEKLY THEMES: Pirates, music, arts & entertainment, Olympics, prehistoric, superheros and crazy week, to name a few.

RAINY DAY SCHEDULE: We provide age appropriate indoor activities during inclement weather.

REGISTRATION

REGISTRATION INSTRUCTIONS

1. Before completing the registration form, please discuss the choices available with your child. This will ensure your child has a positive camp experience.

2. Pull out pages 8-13.

3. Full out camp registration forms completely.

4. Make sure your child's age corresponds to the required age of each camp. Please use your child's age as of June 1, 2016

5. Take your completed registration forms with your payment to the Welcome Center at the YMCA Cape Cod. Mail to YMCA Cape Cod, 2245 Iyannough Road, West Barnstable, MA 02668. Remember, these forms must be accompanied by $25 one time registration fee and $25 per week deposit. If you misplace a form or need extra copies, additional forms may be downloaded at www.ymcacapecod.org. Please note, any incomplete registrations without required deposits will not be processed.

6. Financial aid available for families who need tuition assistance.

7. For registration fee, deposit, payment, cancellation and refund policies please refer to page 15.

8. Your child will not be allowed to attend camp until all necessary forms and info have been turned into our business office, and weekly tuition is paid in full. All paperwork and payments are due by 5pm the Wednesday prior to attend camp.

REGISTRATION FORM

Camper's First Name:_____ Last Name:_____

M/F_____ Age_____ Birthdate_____ Do you have a YMCA Cape Cod Membership? Yes___ No___

Permanent Mailing Address_____ City_____State_____ Zip_____

Home Phone #_____Work Phone #_____

Summer Mailing Address _____ City_____State_____ Zip_____

Home/Cell #_____Work Phone #_____

Parent/Guardian's Name_____ Work Phone #_____

Home Phone #_____Cell Phone #_____

Email Address_____

YMCA CAPE COD

WEEKLY CAMP TUITION PAYMENTS

EFT – Electronic Funds Transfer Agreement

Child's name **(a separate form is required for each child):** _____

I, _____, authorize my bank to make payment electronically on a weekly basis to the YMCA Cape Cod, to be posted to my child care account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

BANK INFORMATION:

Checking Account #_____ Bank Transit Routing Number _____

(Please attach voided check)

Full Name of Bank:_____

PAYMENT DATES AND AMOUNTS:

Weekly Amount of EFT= $ Total account balance First Payment Date: _____(Must be a Monday)

This authorization is to remain in full force and effect until The YMCA Cape Cod has received written notification from us of its termination in such time and in such manner as to afford The YMCA Cape Cod and their bank a reasonable opportunity to act on it. Further, you agree to the following:

1. I understand that child care and other fees change periodically. 30 days advance notice is always given. By signing below, **I authorize YMCA Cape Cod to charge my account for my total outstanding balance each week including any rate increases.**
2. I understand that if I wish to terminate this authorization, I must notify the YMCA Cape Cod in writing at least ten (10) days prior to the next scheduled bank draft transaction.
3. Should any draft not be honored by my bank for any reason, I understand that I am still responsible for that payment plus a service charge (currently $20.00) applied by the YMCA Cape Cod. This is in addition to any service fee my bank may charge me.
4. I understand that after three unpaid drafts within a year, EFT payments will stop. For the following year, I will be required to pay the amount due each week by check or money order or cash. Cash payments are *only* accepted at the main reception desk at the West Barnstable YMCA.
5. I understand that if my payments fall behind more than 2 weeks, the YMCA Cape Cod will begin the termination process, as stated in the child care parent handbook.
6. I understand that the YMCA will process an EFT file weekly. Ordinarily it will be on Monday, but if the agency is closed or if there are unforeseen circumstances, the YMCA reserves the right to process the EFT on any other day that week.
7. I understand that clerical errors can be made and agree to hold the YMCA Cape Cod harmless for any errors made in processing my weekly EFT payments.

Signed:_____ Date:_____

Print Name:_____

Note: Written debit authorization must provide that the receiver may revoke only by notifying originator as specified in authorization.

REGISTRATION

Camper's Last Name: _____ Date of Birth: _____

Camper's First Name: _____ Phone: _____

PLEASE CHECK OFF DESIRED WEEKS OF CAMP

2016	All fees listed are per week	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK7	WK 8	WK 9	WK 10	TOTAL
CAMPS	Fees M= Member N= Non-Member	6/27-7/1	7/4-7/8	7/11-7/15	7/18-7/22	7/25-7/29	8/1-8/5	8/8-8/12	8/15-8/19	8/22-8/26	8/29-9/2	
Registration Fee	$25 one time fee											$25
Unit 1 - Chipmunks 5-6yrs	M $265 N $393											
Unit 2 - Cubs 7-8yrs	M $224 N $326											
Unit 3 - Falcons 9-11yrs	M $224 N $326											
EXTENDED CARE, MUST BE A CAMP LYNDON CAMPER TO ATTEND	FEES											TOTAL
AM | 7:30 - 9:00	$30											
PM | 4:00 - 5:30	$30											
AM & PM Care	$50											
LUNCH PROGRAM	FEES	☐ YES ☐ NO										
Lunch Program	FREE	Lunch is free of charge. Please check yes or no, if you want your child to have lunch provided for them.										
MULTI CHILD DISCOUNT	Each additional child will receive a $12.50 discount per week off total tuition, excluding Kiddie Camp											-
EMPLOYEE DISCOUNT	(see employee handbook)											
PAYMENT INFORMATION	**TOTAL AMOUNT DUE:**											

BALANCE DUE AT TIME OF REGISTRATION ($25 registration fee + $25 per week attending required): $_____

Upon receiving the required payment above, the Y will send out an invoice with the total amount due. Please mail documentation of third party payments to be received by the YMCA Cape Cod.

Weekly tuition fees must be paid in full by the Wednesday prior to the week of your camper's scheduled attendance.

REGISTRATION
MEDICAL HISTORY

MUST BE FILLED OUT EACH YEAR

Child's Name _____ Date of Birth _____

Child's Physician _____ Physician's Phone Number _____

Address of Physician _____

Name of Dentist _____ Dentist's Phone Number _____

Name of Orthodontist _____ Orthodontist's Phone Number _____

Do you carry medical/hospital insurance? Yes ____ No ____ Insurance Carrier _____

*Make sure forms are filled out completely. If not applicable, please write N/A.

Chronic or recurring illness/medical condition

Dietary restrictions

Allergies

Current Medications

PHYSICAL FORM TO BE ATTACHED

I _____ understand that I must request a current (within the last two years) copy of my child's physical from his/her physician and submit that form for this registration to be complete. *Information supplied last year cannot be used.

Parent/Guardian's Initials: _____

IMMUNIZATION FORM TO BE ATTACHED

I _____ understand that I must request a copy of my child's immunization record from his/her physician and submit that form for this registration to be complete.

Parent/Guardian's Initials: _____

Behavior concerns we should be aware of:

REGISTRATION
EMERGENCY INFORMATION FORM

Your child will not be released to any person other than those indicated on the sheet below. Photo I.D. is required by anyone when picking up a child.

In case of an emergency/ illness, we will call the following contacts in the order listed unless otherwise noted.

EMERGENCY CONTACTS / AUTHORIZATION FOR PICK – UP
For your child's protection and safety it is mandatory that the Camp Director have your current phone number and at least one emergency contact at all times. All changes to this information must be given directly to the Camp Director.

If early pick-up is deemed necessary by director due to illness or discipline issues, a call will be made to you the parent or your emergency contact. It is our policy that pick-up take place within the hour.

Parent/Guardian_____ Day Phone #_____

Relationship_____ Other Phone #_____

Address (if different than child's)_____

Parent/Guardian_____ Day Phone #_____

Relationship_____ Other Phone #_____

Address (if different than child's)_____

Emergency Contact_____ Day Phone #_____

Relationship_____ Other Phone #_____

Emergency Contact_____ Day Phone #_____

Relationship_____ Other Phone #_____

Emergency Contact_____ Day Phone #_____

Relationship_____ Other Phone #_____

IF YES TO EITHER QUESTION BELOW, A COPY OF ORDER IS NEEDED FOR THE CHILD'S FILE. PLEASE ATTACH TO REGISTRATION INFORMATION.

IS THERE A COURT ORDER IN REGARD TO THE CHILD'S CUSTODY? _____
IS THERE A CURRENT RESTRAINING ORDER REGARDING WHO MAY HAVE CONTACT WITH THIS CHILD?_____

Signature of parent/guardian _____

Relationship to child _____ Date _____

REGISTRATION
WAIVER & AUTHORIZATION FORM

WAIVERS: Please carefully read the following 6 waivers/authorization

1) **FIELD TRIP WAIVER:**
Parent/Guardian's Initials: _____
I hereby give my child permission to leave YMCA property on a bus to participate in off-site activities.

2) **PHOTO/MEDIA WAIVER:**
I, _____the parent/guardian shown on this form, wish my child to be enrolled in camping programs with the YMCA Cape Cod at one of its sites. I hereby give permission for photographs and other media materials to be used for promotional display purposes and local media and news coverage.
Parent/Guardian's Initials: _____

3) **CAPE COD YMCA, INC. RELEASE AND DISCLOSURE WAIVER:**
I am aware in signing this document for my child's participation in various or certain programs and activities offered by Cape Cod YMCA, Inc., that certain elements of such programs or activities can be physically or emotionally demanding. The Cape Cod YMCA staff will use reasonable efforts to minimize my child's exposure to known risks, but I recognize that not all dangers and hazards can be foreseen. Further, I am aware that certain inherent risks exist in some programs and activities that are beyond the control of the Cape Cod YMCA. I acknowledge the absolute responsibility of my child to follow safety rules, standards, guidelines and procedures established for each activity and program. Failure to follow such rules and regulations may result in my child's dismissal from the program. I will encourage my child to ask for clarification or assistance if he/she doesn't understand any safety instructions.

I knowingly release and hold Cape Cod YMCA, Inc., and its employees, agents, volunteers, officers and directors, harmless from and against all liability for loss or injury to my child resulting from his/her participation in any activity or program. I agree to indemnify Cape Cod YMCA, Inc., and its employees, volunteers, agents, officers and directors, for all costs and expense which it or they may incur due to claims or demands alleging such an injury, including settlement payments, court judgments, and legal defense fees. I agree that Cape Cod YMCA shall have final authority regarding the defense and settlement of claims or suits brought against it or any of its employees, agents, volunteers, officers or directors, claiming any such injury.
Parent/Guardian's Initials: _____

4) **AUTHORIZATION TO ADMINISTER MEDICATION FORM REQUIREMENT:**
I _____ understand that the Authorization To Administer Medication Form must be completed prior to camp. Contact the WB YMCA Day Camp Director with any questions. This form will be available prior to and on the first day of each session of camp. Medications MUST be brought to camp by a parent/guardian. Medications MUST be in the original container with a correct and current prescription label (pharmacy will provide a separate container upon request).
Parent/Guardian's Initials: _____

5) **AUTHORIZATION TO PROVIDE CARE:**
In the event of illness or accident to my child while attending YMCA Summer Camp, I hereby authorize the Director, Nurse of the Camp or the medical personnel selected by the Camp Director/Assistant Camp Director to administer and/or secure prompt medical treatment for my child. I also give permission to release any records necessary for insurance purposes and to provide or arrange related transportation for my child to the nearest medical facility as necessary. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Camp Director/Assistant Camp Director to secure and administer treatment, including hospitalization for my child. I also state this health history is correct to the best of my knowledge, and the person herein described has permission to engage in all camp activities except as noted.
Parent/Guardian's Initials: _____

6) **PLEASE READ PAGE 15 AND UNDERSTAND IT.**

Your signature signifies that you have read the information on page 15.
Parent/Guardian's Signature:_____ Date: _____
Camper's Name:_____

LUNCH PROGRAM

SUMMER LUNCH PROGRAM

SIGN UP FOR FREE LUNCH TODAY!

West Barnstable Day Camp is now offering FREE lunch for all children!
Healthy, USDA approved meals only.

SAMPLE WEEKLY MENU:

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Parm. Sandwich; Enriched roll; American cheese, 1 slice; Cucumber slices, 3/4 cup; Fresh fruit, banana; Milk, 1/2 pint	**Turkey Sandwich,** 2 oz.; Enriched wheat bread, 2 slices; American cheese, 1 slice; Baby carrots, 3/4 cup; Fresh fruit, apple; Milk, 1/2 pint	**Cheeseburger,** 3 oz.; Enriched hamburger bun; American cheese, 1 slice; Baby carrots, 3/4 cup; Fresh fruit, banana; Milk, 1/2 pint	**Turkey Wrap;** Wheat wrap, 1; American cheese, 1 slice; Celery sticks, 3/4 cup; Fresh fruit, orange; Milk, 1/2 pint	**Italian Sub,** ham, 1 oz., low salt salami, 1 oz.; Enriched roll; American cheese, 1 slice; Cucumber slices, 3/4 cup; Fresh

Free Breakfast and afternoon snacks are also included in the program!
For more information or questions, please contact:

Jenna Winslow, Food Service Coordinator
YMCA Cape Cod
jwinslow@ymcacapecod.org
508-362-6500 ext. 203

IMPORTANT FAQS FOR PARENTS AND GUARDIANS

HOW DOES CAMP SELECT ITS STAFF?
Counselors and instructors are selected for sound judgment, maturity, experience, camping skills, leadership skills, and their desire to work with children in the camping environment. Counselors come from a variety of backgrounds including human service majors in college, exemplary high school students, and former campers who have graduated our Counselor In Training Program. All staff must pass reference and criminal background checks.

WHAT TYPE OF TRAINING DOES THE STAFF HAVE?
All staff undergo a 5 day orientation that covers a variety of topics that include counseling skills, team building, programming, conflict resolution, safety and sensitive issues such as child abuse and neglect. Aquatic staff are certified lifeguards and undergo a 5 day training specific to our facility. Select staff are CPR and First Aid certified.

WHAT IS THE STAFF TO CAMPER RATIO?
For ages 6 years and under, the ratio is 1 staff to 5 campers. For ages 7 years and older, the ratio is 1 staff to 10 campers.

WHAT MEDICAL INFORMATION DOES THE CAMP NEED?
We require each camper to have a physical dated and immunization within two years prior to admission. Current physical and immunization records from your child's school are acceptable. Completed health forms must be in our files before your child may be registered for camp.

DO YOU OFFER FINANCIAL ASSISTANCE?
Thanks to generous donations from YMCA families, staff, camp alumni and friends, funds are available to those who may not be able to afford a camp experience for their child. Confidential campership applications are available on request.
For more information please contact, (508) 362-6500 x 208.

WHAT HAPPENS IF MY CHILD GETS SICK AT CAMP?
The care of mildly ill campers, administration of medications, and emergency care is overseen by the camp director, who is on-site daily. A healthcare consultant is available during camp hours to provide consultation or emergency care. Based on the emergency contact provided, a parent or guardian will be contacted if the child needs to leave camp because of sickness. We ask that pick up take place within an hour time frame.

WHAT SHOULD MY CHILD BRING TO CAMP?
Every day, campers should bring a bathing suit (girls 12 years and older need to wear a one piece suit), towel, a non-perishable bag lunch, sunscreen, bug spray, and a water bottle from home. Campers should not bring: toys from home, cell phones, sandals, flip-flops or open-toe shoes, video games, iPods, or other music players. West Barnstable Day Camp and/or its' staff are not responsible for lost or stolen items.

HOW IS THE CAMP LICENSED?
Camp is licensed by the Department of Public Health and follows all state camp regulations.

WHAT HAPPENS IN EXTREME WEATHER?
In the case of thunder, lightning, extreme heat and torrential downpours, all campers are brought inside. We do request that you prepare your camper with clothes/gear for all weather. Camp leadership staff will make decisions during inclement weather to ensure safety for all campers.

DEPOSITS, PAYMENT, CANCELLATION, REFUNDS

DEPOSITS: All deposits are non-refundable, but will be credited toward the cost of camp.

DUE DATE FOR BALANCE OF PAYMENT: For each week, full payment is required no later than 5pm the Wednesday before the session begins. If the total amount due is not paid by 5pm the Wednesday before camp begins, your child will not be allowed to attend the program, and your deposit will be forfeited. Subsequently your slot at camp cannot be guaranteed, and your child may only attend if she/he is re-registered and all payments due are paid in full. For families with Child Care Network vouchers, a deposit for the last week of camp equal to your weekly parent fee is required. Each week of camp, your weekly parent fee must be paid no later than the Wednesday before camp begins, or you will receive a termination notice for your child on Friday. Your initial deposit will be applied to the last week of camp for which you have registered your child.
Please contact (508) 362-6500 x113 for details.

PAYMENTS: We encourage you to make your payments on-line. Checks or money orders may also be mailed to the YMCA Cape Cod, 2245 Iyannough Road, West Barnstable, MA 02668. Payments can also be made at the front desk of our West Barnstable facility. Payments should not be given to your child to take to camp, and we cannot accept responsibility for lost payments.

CANCELLATIONS AND REFUNDS: Cancellations must be made in writing or by e-mail sent to cancellation@ymcacapecod.org. If a written or e-mailed cancellation is received at least two weeks prior to the beginning of a session, then a full refund (less deposit) will be issued. Cancellations made in writing less than two weeks prior to the beginning of a week are subject to a late cancellation fee of $75, and the deposit will be forfeited as well.

EXCEPTION: If a detailed note from a physician stating that your child cannot attend camp for medical reasons is submitted with your written cancellation, you will be charged a $25 processing fee but will not forfeit your deposit, and you will receive a refund for any prepayment from the date your cancellation is received. No refunds will be made due to failure to attend, incomplete attendance, holidays, or inclement weather.

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