



SUMMER CAMP INFORMATION 2023

Greenwood Parks & Recreation is pleased to offer another year of summer fun. This year we will be offering an 8 week program which will begin on Monday June 5th and run through July 28th. The week of the 4th of July will be a three day week only. In observance of the Fourth of July there will be no camp Monday July 3rd or Tuesday July 4th. Each week our campers will enjoy a trip to Freedom Springs, take a field-trip on Wednesdays and receive pizza on Fridays for lunch.

Our summer camp will require a \$50.00 non-refundable registration fee per child.

Weekly Dates & Rates of Camp:

Weekly Dates	Field Trip Location	Weekly Rate
Week #1 June 5 - June 9, 2023	Wonderlab	\$185.00
Week #2 June 12 - June 16, 2023	Indianapolis Zoo	\$200.00
Week #3 June 19 - June 23, 2023	Turkey Run State Park	\$185.00
Week #4 June 26 - June 30, 2023	Back 9 Golf & Entertainment	\$195.00
Week #5 July 5 - July 7, 2023 (3 Day Week)	Holliday Park	\$105.00
Week #6 July 10 - July 14, 2023	Indiana Fever Basketball Game	\$185.00
Week #7 July 17 - July 21, 2023	Newport Aquarium	\$210.00
Week #8 July 24 - July 28, 2023	Indianapolis Indians Baseball Game	\$185.00

Payment Schedule

Parent/guardian may pay in full for enrollment(s) at the time of initial registration, or select the payment plan option. The schedule below specifies the payment dates and applicable payments.

Enrollment Date	1 st Payment	2 nd Payment	3 rd Payment	4 th Payment
March 1 -31	Day of Enrollment: 25% of Total Fees	April 1: 25% of Total Fees	May 1: 25% of Total Fees	June 1: 25% of Total Fees
April 1 -30	Day of Enrollment: 50% of Total Fees	May 1: 25% of Total Fees	June 1: 25% of Total Fees	N/A
After April 30	100% of Total Fees are due on the day of enrollment.			

- Must pay for the entire weekly camp whether the child is attending all days of the week or not.
- Must be paid in full by 1st Day of Summer Camp – Monday, June 5th.
- Each camper will receive 4 t-shirts and a swim shirt.

Location: We will be based out of the Greenwood Fieldhouse this summer.

NEW THIS YEAR: For summer camp this year we will no longer be offering the week specific camps - instead we will be offering weekly specials to supplement. Campers will have specialized instruction for three hours over the course of three days each week while still receiving the traditional summer camp experience.

You may pick and choose what weeks your child(ren) will attend; i.e. Week #1, Week #2, Week #3 (No Camp - YOUR FAMILY IS ON VACATION!), Week #4, Week #5, etc...

Registration begins: Wednesday, March 1, 2023 @ 7:00am; in-person at the Greenwood Community Center or Greenwood Fieldhouse, online, or via phone at (317) 883-8066.

Who is eligible: Children going into 1st grade through 6th grade for the upcoming school year (2023- 2024). Spots are limited to 200 campers on a weekly basis and are first come, first serve. Children going into 7th grade and above are eligible to participate in summer camp in a different capacity, in our Counselors In Training (C.I.T.) program.

Hours of Camp & Check-in & Out Policy:

For the protection of each child, the City of Greenwood requires that all children be properly checked in by an adult each day and turned over to the care of City staff. Check-in begins at 7:00am. **Regular check-in times are between 7:00am-8:30am** and anything after 8:30am is considered a “late arrival”. In the event of a late arrival to summer camp, such requests must be made in advance in compliance with our Summer Camp Late Drop off – Early Pick Up Policy.

Similarly, all children are required to be checked out by an authorized adult at the end of each day. All children must be checked out by 5:30pm. **Regular check-out times are between 4:00pm-5:30pm** and anything prior to 4:00pm is considered an “early departure” from summer camp. In the event of an early departure from summer camp, such requests must be made in advance in compliance with our Summer Camp Late Drop off – Early Pick Up Policy.

In order to be respectful of our staff and their family time, parents who arrive after 5:30pm will be assessed the following late fee per child:

- 1-5 Minutes Late - \$10
- 6-10 Minutes Late - \$15
- 11-15 Minutes Late - \$25
- 16-30 Minutes Late - \$50
- 31-45 Minutes Late - \$75
- 46-60 Minutes Late - \$90
- 61+ Minutes Late - \$100

Failure to pay the late fee by the next Summer Camp program day may result in removal from the program. After three late check-outs, we will ask that you make other arrangements for your child for the summer.

Only those persons who are designated on the child’s authorized pick-up list will be allowed to check-out the child(ren) from summer camp. Photo identification will be required each day. All authorized persons must be 18 years of age or older in order to pick-up children. All changes to the authorized pick-up list must be done in writing by the person who registered the child for camp. Oral or telephone requests will not be honored.

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact City staff to set up guidelines regarding the release of your child. You must provide us with copies of any court documents regarding the restriction of release of children in our care.

City Staff will not release children into the care of any adult who appears intoxicated or under the influence of drugs. In such cases, if the adult insists on removing the child from the premises, staff will involve local law enforcement.

Summer Camp Late Drop off – Early Pick Up Policy

We understand that sometimes schedule adjustments are necessary. Therefore, we respectfully require at least 24 hour notice for Late Drop Off and Early Pick Up appointments.

Due to the high number of enrollees our summer camp staff is not equipped to take immediate pick up & drop offs. Therefore, we have a strictly enforced 24 hour reservation policy. Additionally, any appointment missed, late canceled, or changed without 4 hour notice will result in a charge of \$25.

As a courtesy, your appointments are confirmed electronically by email and/or Procure messaging. From this confirmation email, within 4 hours, you have the option of the following without a charge:

- reschedule/change/modify your appointment by responding;
- cancel your appointment by responding;
- respond back from your confirmation email with any changes or issues;
- call our office at 317-851-5249 and leave a message if it goes to voicemail.

Please understand that it is your responsibility to remember your appointment dates and times in order to prevent any missed appointments which result in a cancellation fee.

Campers who are dropped off late without an appointment will not be admitted to camp. Similarly, parents/guardians who attempt to pick up early without an appointment will be charged a \$25 convenience fee and the child will be checked out at the convenience of summer camp staff.

Emergency cancellation will be considered on an individual basis by the Summer Camp Administrative Team. You may request not to be charged for the late canceled session via email within 7 days if you feel such action is warranted. The decision to honor your request will be made on a case-by-case basis within 7 days.

The 24 hour policy gives us time to inform our Coordinators and adjust their schedules, thus better serving everyone. Thank you for supporting our 24 hour reservation policy criteria!

Cancellation & Refund Policy

- The department will issue a full refund if the department cancels a camp.
- Cancellations for a camp week must be requested no later than Sunday, April 30, 2023 to receive 100% refund, less a \$50 registration fee per camper.
- Cancellations between May 1 and May 31 will receive 50% refund, less the \$50 registration fee per camper.
- Cancellation after May 31 will receive no refund, less the \$50 registration fee per camper.
- All refunds are subject to the State Board of Accounts claim procedure and may take three to five weeks.

Ways to Register:

Option 1 - In Person Registration

Step #1 – On or after Wednesday, March 1st at the Community Center or Fieldhouse make at least SC SC REG-002 (2023 Summer Camp Registration - \$50.00) and 25% of the total camp fees. The registration fee must be paid prior to enrolling into any weekly camps. Select each weekly camp that you are interested in participating in. All other payments may be paid at your discretion. However, the payment schedule is listed above.

Step #2 – Following registration, you will receive a welcome email within 2 business days with further instructions.

Option 2 - Online Registration

NEW patron to Greenwood Parks & Recreation (meaning if you have never registered for a class, summer camp, activity before).

Step #1 – Register through WebTrac at [SUMMER CAMP REGISTRATION](#)

- a. Select Login
- b. Select [If you're a brand new patron with us, please click here to register for a new account.](#)
- c. Complete New Account Information, Household Primary Person Information (Household Primary must be 18 years or older), and Add Family Member(s)
- d. Scroll down to Activities, Select Camps.
- e. Scroll down to SC Series. There you may select Activity #. You **must** pay the SC REG-002 (2023 Summer Camp Registration - \$50.00) and 25% of the total camp fees. All other payments may be paid at your discretion. However, the payment schedule is listed above.
- f. Select each weekly camp that you are interested in participating in.

Step #2 – Following registration, you will receive a welcome email within 2 business days with further instructions.

CURRENT patron to Greenwood Parks & Recreation (meaning you have participated in an activity before, i.e. 2022 Summer Camp, Latch Key, Monster Mash, etc...)

Step #1 – Register through WebTrac at [SUMMER CAMP REGISTRATION](#)

- a. Select Login
- b. Select [If you have an account with us, but you've forgotten your username, please click here.](#) Login to your account.
- c. Scroll down to Activities, Select Camps.
- d. Scroll down to SC Series. There you may select Activity #. You **must** pay the SC REG-002 (2022 Summer Camp Registration - \$50.00) and 25% of the total camp fees. All other payments may be paid at your discretion. However, the payment schedule is listed above.
- e. Select each weekly camp that you are interested in participating in.

Step #2 – Following registration, you will receive a welcome email within 2 business days with further instructions.