

## **REGISTRATION PROCESS**

### **Register Early! Camp Club Dollars**

**Ask our Camp Registrar  
about our unique "Camp Layaway" Plan.  
Call (860) 974-3379**

- Please complete, sign, and return the pertinent forms and deposit:
  - **Camp Application & Pertinent Forms – Forms A, B, C, D, F**
  - **Teen Leadership Program – Teen Leadership Application & Forms B, C, D, F**

#### **ADDITIONALLY,**

- **Form E (Administration of Prescribed Medications) must be submitted, completed, and signed by a physician and parent/legal guardian if a camper has prescription medications.**

**REGISTRATION INFO/FORMS AVAILABLE ON LINE – [www.4hcampct.org](http://www.4hcampct.org)  
Download forms & send via mail with deposit.**

- **A Medical Evaluation is good for two (2) years.**
- **A copy of a medical evaluation from your child's school, sports activity, Girl Scouts, Boy Scouts or any other youth-oriented organization is acceptable.**
- **Confirmation of your registration will be forwarded to you by the U.S. Postal Service.**

**Any ADA special needs accommodation must be submitted to the Camp Director IN WRITING at least 15 days prior to the start of the camping session for which the camper is registering.**

#### **FINANCES**

- Send Deposit of 50% per session for each camper with forms A, B, C, D, E, F.
- Balance in full is due as detailed in your acceptance/confirmation letter.
- Teen Leadership Fee - \$50 deposit per week session. Upon acceptance by director, the registrar will bill. Balance in full is due prior to Teen Leadership training and per details in acceptance/confirmation letter.
- For campership information, brochures, or questions, please call the camp registrar at (860) 974-3379 or e-mail at [windham4h@earthlink.net](mailto:windham4h@earthlink.net)
- One week camperships may be granted **only for either week 1 or week 2 or week 3.**

#### **REFUND POLICY**

- Refund of deposit (**except for a \$50 processing fee**) will be given only if cancellation is made **10 days prior to check-in date.**
- **A \$50 processing fee** will be charged for each session change after your registration has been processed.
- No refunds for early dismissal due to homesickness, misconduct or medical reasons.

#### **REGISTER EARLY FOR YOUR SPECIAL CHOICE!**

- **All forms are included in this registration packet.**
- **Forms may be photocopied.**
- **Only original signatures are acceptable.**
- **Additional forms may be printed from our website, [4hcampct.org](http://4hcampct.org).**

#### **REMINDER**

**Registrations are accepted from February, 2009 until the last week of camp, Monday, August 10<sup>th</sup>, 2009**