

## Rye Recreation 2019 Summer Camp

### **Registration Checklist - Lower and Upper Camp**

*(Lower Camp is Grades K - 2 in Sept., Upper Camp is Grades 3 - 6 in Sept.)*

- ✓ If you do not already have a Community Pass account, we strongly recommend that you create one well in advance of the registration date. This will make your registration process much faster and easier when registration does open. Go to our website, [www.ryeny.gov/government/recreation-department](http://www.ryeny.gov/government/recreation-department) and click on the orange Online Registration button. **Be sure to add all campers to your family account.**
- ✓ In addition to basic information, be sure to have the following available when registering as it will be required:
  - Allergies and/or behavioral concerns or special needs (Please do not put group requests here; the camp directors will not receive the request from this source!)
  - Emergency contact name (other than parent) and primary phone number (secondary phone number optional)
  - Doctor's name and phone number
  - Child's t-shirt size
- ✓ Be sure to enter the grade your child will be going into in SEPTEMBER.
- ✓ Review the special add-on programs for [Lower Camp](#) and/or [Upper Camp](#) so you will know what options you want for each child when you register. Please note:
  - There are additional fees associated with special add-on programs
  - All add-on programs, including swim, are first come first served.
  - Swim programs are only offered with the 6-week camp option.
- ✓ You will be asked to accept our [Legal Statement](#), Camp [Refund Policy](#) and [Code of Conduct](#) during the registration process. Click on them if you would like to read them in advance so you can complete your registration more quickly.
- ✓ You may only register your own children.
- ✓ On-line payment is by Visa or MasterCard only. Payment is required in full at the time of on-line registration.
- ✓ All [required paperwork](#) must be received in the Recreation Office within 1 week of your registration in order for your enrollment to be considered complete.
- ✓ If you are requesting financial assistance or require special payment arrangements, you must register in person. Please contact the Recreation Office at 967-2535 **well before the registration date** for details and to **SCHEDULE AN APPOINTMENT**.