



# Conservation Day Camp

## REGISTRATION

### REGISTRATION INFORMATION

Register online at our website, [quinteconservation.ca](http://quinteconservation.ca). Camps operate for eight weeks during July and August for children ages 7 - 13. The cost is \$120 per week per child. If you have any questions, or for more information call Camp Coordinator Maya Navrot at 613-968-3434 extension 131.

### HOW TO REGISTER ONLINE

Online registration for Conservation Day Camp starts on April 1. All registration is online. You must have a valid Visa or MasterCard. If you do not have a credit card, please visit our Quinte Conservation office during business hours at 2061 Old Highway 2, just west of Wallbridge-Loyalist Road in Belleville. We will take cash or cheque.

### TIPS FOR REGISTERING ONLINE

Make sure you have selected the correct month on the registration calendar.

Please ensure that you choose the location that is correct for you. Note that at the top of the registration calendar there are choices for location:

- 1) Belleville Camp (Quinte Conservation Area near Belleville)
- 2) Picton Camp (Macaulay Mountain Conservation Area near Picton)

Once you have selected the correct month and location, click on the week you want to begin the registration process.

Create a user name and password for each child that you wish to register.

Each child may be registered for a maximum of three weeks. A camper may only be registered for two consecutive weeks, with a third earlier or later.

If you require extended hours, be sure to check the box in Step 2 of the registration process. Please note, if you will be dropping off your child more than ten minutes before the program begins at 9:00 am or picking up your child more than ten minutes after the program ends at 4:00 pm you will be required to pay the \$25 per week per child fee for extended hours.

When entering your credit card number, enter the number *with no spaces between the numbers* and ensure that your expiry date is correct or your payment will be declined. **ONLY CLICK ONCE** to submit your credit card information.

Conservation Day Camp is for children ages 7 - 13. Children must be 7 years of age before December 31 of this year, and no more than 13 years of age, in order for registration to be processed online.

### WAITING LIST

Is the week you wanted full? Then sign up for the waiting list. Signing up for the waiting list is the same as regular online registration - except no payment is required until and unless our staff contacts you if/when a place becomes available. If the waiting list is full, then you will not be able to register.

### REFUND POLICY

Notification of a cancellation must be received. Cancellations made at least two weeks before the start of your session will receive a refund of 75% of the fees. Otherwise, there will be no refund. If there is a change in your plans, please let us know as soon as possible. This two-week notification period also applies to a request to change the week for which your child was previously registered. Please note there will be a \$25.00 fee per child per week to switch a child from one week to another, space permitting. If your child is asked to leave because of his/her behaviour at camp, no refund will be issued. There is no refund for missed camp days. Refunds will be made by cheque.

### WAIVER REQUIRED

Quinte Conservation requires an original paper copy of a signed, dated and witnessed waiver before your child can participate in the program. The waiver must be signed by a parent or legal guardian for registration to be valid. No child is eligible to participate without a completed waiver form. Deliver your completed form to Quinte Conservation prior to camp, or bring it with your child on the first morning of camp. No refund will be made if your child is not able to participate because the waiver is not received. Waivers can be downloaded from our website.

