

ELMSFORD DAY CAMP

[summercamp@elmsfordny.org](mailto:summercamp@elmsfordny.org) 914-760-1953

SUBSIDY INFORMATION

***Please note:** We will gladly work with you and subsidy units, but in the past there have been a great amount of problems which end up with our camp not being paid sufficiently for camp. This is not fair to our organization or other families. We hope you understand the need for us to put this process into place. Thank you!*

**DIRECTIONS:**

***\*If you are planning to pay for camp through a subsidy unit, your job, or another agency, please read below the following enclosed important information and submit this packet when registering your child IN PERSON. We suggest you keep a copy of this for your own records before submitting ( or fill out two packets). PLEASE NOTE: THIS PROCESS IS DIFFERENT THAN APPLYING FOR OUR FINANCIAL AID OR SCHOLARSHIP APPLICATION PROGRAM***

Parent/Guardian Name\_\_\_\_\_

Home Address:\_\_\_\_\_

\_\_\_\_\_ZIP\_\_\_\_\_

Phone #\_\_\_\_\_

Email Address:\_\_\_\_\_

# of Campers you plan to register this summer\_\_\_\_\_

PLEASE TURN OVER FOR MORE...

Have you registered your children yet? Today's Date\_\_\_\_\_

\_\_\_ *Yes and I have made a payment of*\_\_\_\_\_

\_\_\_ *Yes, but have made no payments*

\_\_\_ *No I have not registered them as of yet.*

What is the name of the subsidy unit, agency, reimbursement process, etc. that you are planning to get the payment for the camp from?

NAME OF AGENCY:

\_\_\_\_\_

Address of Agency

\_\_\_\_\_

\_\_\_\_\_ZIP\_\_\_\_\_

CASE MANAGER / CONTACT NAME AND NUMBER OF AGENCY:

Name\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

**Please note the following important information before signing below:**

***\*A deposit of a \$50 per family in addition to this paperwork filled out and signed must be made upon registering your children for camp in order for us to save your child's spot. If a \$50 deposit is not realistic, please provide a copy of the Financial Aid Paperwork in lieu of the deposit ( FA forms are online or you can ask for a copy)***

***\*You CANNOT Mail in paperwork from your subsidy unit, for us to fill out and return. You must bring in the paperwork that you would like us to sign during one of our registration evenings/dates. A list of date in April and May where we will be at the Community Center office will be posted on our website by the end of March.***

***\*Please fill out all of the information that you know on the paperwork ahead of time such as: Camp Name and Address, Child(s) information, dates of camp, cost of camp, etc. You can find out all of this information on our website at [www.elmsfordny.org](http://www.elmsfordny.org) and click on summer camps and departments and then download our info guide. WE WILL ONLY PROVIDE SIGNATURES, PERMIT ID #s, and INFORMATION THAT YOU CANNOT ACCESS ON YOUR OWN.***

***\*Please note that YOU as the parent/guardian are responsible for submitting the paperwork to the agency. We will sign it and give it back to you to mail. Please also keep a copy for your records. We will not necessarily keep copies of anything other than THIS PAPERWORK.***

***\*If you do not receive an approval letter, and/or payment before the start of the summer, your child will not be able to start camp without a 50% payment of the amount due.***

***\*When you receive an approval letter, please bring in a copy during one of our in person sections, so that we can make note of.***

***I understand Elmsford Day Camp's policies regarding the subsidy process.***

***Signature of Parent/Guardian\_\_\_\_\_***

***Date\_\_\_\_\_***