

Registration Information

OTHER METHODS OF REGISTRATION

FAX:

Available 24 hrs. a day
301-948-8364

Payment by Visa,
Discover or Mastercard

MAIL:

City of Gaithersburg
506 S. Frederick Ave.
Gaithersburg, MD 20877

Payment by Visa, Discover,
Mastercard or check payable to
City of Gaithersburg

WALK-IN OR DROP OFF:

Parks, Recreation & Culture Office
Activity Center at Bohrer Park
506 S. Frederick Ave.

Payment by cash, check,
Visa, Discover or Mastercard

City Resident Registration – Wednesday, February 1

Open Registration – Wednesday, March 1

Opens at 6 a.m.

City Resident. Must reside within the corporate City tax limits of Gaithersburg. A Gaithersburg mailing address does not necessarily mean that you live within the corporate City tax limits.

Falsifying Registration Information by either claiming City residency or falsifying the address of the camper will result in the denial of the registration.

Camp Wait List. Please make sure that the registration form has your 1st, 2nd, and 3rd choice for the Camp programs. If the first camp choice is filled, the camper will be placed on the waiting list and registered in the second choice if space is available. If all three camps are filled, the parent/guardian of the registrant will be notified.

Summer Camp Payments. You must check the payment plan box on the registration form or internet display screen. Payment plans will NOT be available after June 1, 2012. Customers who select the payment plan option are responsible for making their required payments when they become due. Patrons may choose to make a payment on-line each month on their RecXpress account, mail or submit a payment to the Activity Center at Bohrer Park. All payment plans will be assessed a 3% late fee if the payment is received more than five (5) days after the due date. Outstanding balances as of **June 2, 2012** could result in the child being withdrawn from the program.

Refund Policy. Refund requests must be made in writing at least two weeks prior to the start of the program. Refunds for summer camp are subject to a withdrawal fee of \$30 per session. A \$10 withdrawal fee will be charged for cancellation of extended care per session. For a copy of the City's complete refund policy, please contact Tim "Smitty" Smith at 301-258-6350 x125.

THE BEST WAYS TO REGISTER

INTERNET:

Use the **RecXpress System** to register online, 24 hours a day, seven days per week beginning the first day of registration.

www.gaithersburgmd.gov/recxpress



Prepare for online registration. Request your family password and ID number today. Each family must have a password and each family member must have a personal ID number to be able to sign up for camp via RecXpress. Go to www.gaithersburgmd.gov/recxpress and click on My Account tab. Click on Create a New Account and complete the form. Your log on ID and password will be sent to your email address within 1-2 business days.

Already a member but forgot your login and password? Go to www.gaithersburgmd.gov/recxpress and click on My Account tab, select Forgot My Password, enter your email address and the information will be forwarded to you.

CAMPS AND CLINICS REGISTRATION FORM 2012

Please read Registration Information on page 12 before completing this form

Important - 2 Sided Form - Complete Both Sides

Please complete the parent information below and the reverse side of this form with the child's information and camp/clinic selections. Please check the box next to each activity number you wish your child to attend. If you wish to have your child attend the after-camp extended care, you must check the box for the extended care. Refer to Summer Camp 2012 Brochure descriptions for registration fees and dates of program.

Check here if new address/phone number since last time registered

Parent's Last Name _____ Parent's First Name _____

Address Apt/Unit _____

City/State/Zip _____

Home Phone _____ City Resident (See City Resident on page 12)

Work Phone _____ Nonresident

Email Address _____

(Complete Child and Camp Information on Reverse Side)

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made prior to the start of the program. Please call 301-258-6350 to indicate what accommodations are needed.

Donations to the Dolores Swoyer Camp Scholarship Fund. The City has a scholarship fund that is used to financially assist families in need to send children to camp or to participate in sports programs. Your donation may be included with your camp/clinic payment. Please designate the amount under "Donations" on the reverse side.

Payment Policy

All Sports Clinics, School of Skate, Arts Barn Camps, and Creative Tot Time

Payment in full at time of registration.

Payment Plan Option for Camps, YAPs, FunZone, and Gaithersburg-on-the-Go

A \$30 Non-refundable registration fee is assessed for each camp session. The first payment will include the \$30 non-refundable plus the appropriate percentage based on the date of the registration as follows:

Registration Date	Non-Refundable Fee	Remaining balance percentage	Due April 1	Due May 1	Due June 1
Before April 1	\$30	25%	25%	25%	25%
After April 1	\$30	50%		25%	25%
After May 1	\$30	75%			25%
After June 1	\$30	100%			

Payment Plan Option Not Available

Method of Payment

Amount Paid \$ _____ Cash Check # _____

Visa/Discover/MC # _____ Exp Date _____ / _____

Signature (Name on card) _____

Print Name _____

Office Use Only:

Rec'd: _____ Initials: _____

W M F Resident: Y N

Processed by: _____

Date: _____

