# **Camp 2024 Registration Information**

Registration opens exactly March 4th @ 9:00 am. We recommend everyone that wants to register online or in person check their family information in the system BEFORE registration begins! We do not accept registrations over the phone.

Please be sure you can log into your account before February 29th.

#### **Account Information**

Login to your account **HERE** 

- 1. Make sure all children have an account
- 2. Make sure the information for each account is correct:
- Address
- Birthday
- Phone numbers
- Email (each account needs an email address)
- Residency
- Authorized pick up should be filled out for each child

\*\*\*If you see information that needs to be changed/updated please let me know by emailing customerservice@standrewsparks.com.

Registration can be done in person at 1095 Playground Rd. Charleston SC 29414 starting March 4th @ 9:00 am.

#### Things to know and keep in mind:

#### Refund/Transfer Request

There is a \$50.00 withdrawal fee per camp that you withdraw or transfer out of. All refund requests must be emailed to customerservice@standrewsparks.com. This information can be found on our website and summer camps brochure. One week notice from the start date of camp must be given to receive a refund.

#### Waitlist

You will be notified by email and text if a spot has come open and your child is first on the list. Make sure to check your email and spam box. You will have 24 hours to register using the link given to you within the email. All children should have an email address added to their profile information.

#### **Extended Day**

If you forgot to add extended day to your camp week, please email <a href="mailto:customerservice@standrewsparks.com">customerservice@standrewsparks.com</a>. Let us know which week you need to add an extended day and we will add it for you. Extended day is available for those campers who need (or want) more hours at camp. You will be prompted to add Extended Day during the camp registration process.

The breakdown for extended day is as follows: Extended Day Early (\$10 per week) 7:30am - 8:30am Extended Day Late (\$10 per week) 5pm - 6pm

# You can find your child's summer camp schedule in the online portal

- 1.Log into your online account
- 2.Click on the name of the child
- 3.Click on **Schedules**

## Need confirmation that your child was added to a waitlist?

- 1. Log into your online account
- 2. Click on the name of the child
- 3. Click on Attendances

# **Update your child's Authorized Pickup List**

- 1.Log into your online account
- 2.Click on the name of the child
- 3.Click Edit

### Update your financial information

- 1. log into your account
- 2. click on MY INFO
- 3. click on your name
- 4. scroll down until you see **FINANCE INFO**
- 5. click new and fill out the information clicking save once done