

# REGISTRATION INFORMATION & PROCEDURES

There is a registration form included in this booklet. You may register anytime after receiving this book. We will accept camp registrations until the camp is full. Please call to check availability.

You can register for camps in one of three ways:

1. In person at Kits Sports Center. Office hours are Monday—Friday 8:30 AM—5:00 PM, Saturday and Sunday 11:00 AM—4:00 PM.
2. Complete the form including credit card information for payment and signature on waiver at bottom of form and fax to 847-726-9656.
3. Complete the form, including credit card information or check for payment and sign waiver at bottom of form and mail to Kits Sports Center, 325 Surryse Road, Lake Zurich, IL 60047.

## PLEASE NOTE THE FOLLOWING:

- No registrations will be accepted over the phone.
- No spaces will be held for camps without a completed registration form and payment
- To eliminate occurrences of double charging and excess paperwork, please do not: 1. fax registrations and mail hard copies, 2. fax registrations if you are planning to mail in a check for payment or pay in person.

**Refund Policy:** A \$10 administration fee is deducted from all refunds. If Kits cancels a camp due to lack of enrollment, you will be issued a full refund of the fees. If you withdraw from a camp once it has started, you will receive a pro-rated refund (minus the number of days you attended) and minus the administration fee.

**Confirmations:** We do not send out confirmation notices. Please mark your calendars for starting dates and times. We will call only in the case of camps being cancelled, to inform you of alternative choices or if a balance is due.

**Returned Checks:** A \$15 service charge will be assessed on all checks returned to Kits.

**Make-Up & Transfers:** There will be no make-up classes for any missed days unless caused by Kits Sports Center. If camp size permits, participants may transfer from one camp to another.

**Early Bird / Multiple Registration Discounts:** Take 10% off all camps registered for and paid for (in full) before May 1, 2008. Also take \$5.00 off each half day camp if registering for 3 or more camps (can be multiple children for one camp or one child for multiple camps, etc...)