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## Langenburg's Policy and Procedure Handbook

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Policy Title: Fee Schedule

Category: Summer Program

Ownership: Town of Langenburg

Date Approved: May 1 2019

Effective Date: June 1, 2019

Date of Last Amendment: January 22, 2024

**Policy Statement:** The Summer Dayz Program registration is on a weekly basis. You must have payment in FULL to the camp programmers no later than the FRIDAY before at 4pm.

Payments by cheque can be made payable to Town of Langenburg.

Payments by etransfer can be made payable to [office@langenburg.ca](mailto:office@langenburg.ca) with a note in memo box.

Drop In Registration: The Summer Programmers must be notified by 4pm the DAY BEFORE and a confirmation email will be sent notifying the parent that their registration has been approved. Fees for that day MUST be brought to the Programmer the morning of during drop off.

**Purpose:** The purpose of this policy is to ensure a consistent method for registration and communication and that payments are being received.

**Procedure:**

Registration forms must be filled out and submitted to the Programmers. Forms can be found online at [www.langenburg.ca/m/summer-dayz-program](http://www.langenburg.ca/m/summer-dayz-program). Forms can be dropped off at the Recreation Office prior to the program starting. After the program has started, please EMAIL ([langsummerdayzcamp@gmail.com](mailto:langsummerdayzcamp@gmail.com)) or submit directly to the programmers.

If your child is dropping in on occasion and the form as been filled out once, you do not need to fill the form out again. An email sent to the programmers asking to register for a day is all that is needed.

**Breach of Policy:** Payments that are not received in full in the timeline given gives the rights of our programmers to refuse your child participating in the Summer Dayz Program. If needed, please reach out for payment plan opportunities.