City of Decatur Summer Camp Programs
How to Register

Completed Camp Registration includes the following:

- Deposit of $25 per camp to hold camper spot (opens at 9 am on the first Saturday in January)
- Completed Camper Information and Release Form for each camper
- Completed Health History Form for each camper (if completed for Afterschool Registration for next school year, you do not have to resubmit the Health History)

WHEN: Summer Camp Registration begins the first Saturday in January at 9:00 am online. Registration is ongoing until camps reach maximum enrollment levels.

WHAT: Registration for City of Decatur summer programs for children including the following programs: Legacy Park Day Camp including enrichment “E” camps, tennis camps, sports camps, and aquatics camps. For online registration, a Household ID must be set up in advance. Follow the steps below to prepare for camp registration.

Note: in order to pay a $10 financial assistance deposit you must register for camp in person at Decatur Recreation Center, 231 Sycamore Street, Decatur, GA 30030. Requires submission of a completed financial assistance application before the end of April.

HOW

Before Camp Registration Begins...

1) Plan Your Summer
   Review the Camp Playbook to explore the various options for your camper.

   Visit the Forms & Documents Page of www.decaturga.com/cys to find these tools:
   - Camp Planning Worksheet (PDF) – fill out the camp planning worksheet for each camper complete with first and second choices and activity registration numbers.
   - At-a-Glance PDF of all Camps (includes fees, instructors, location, grades/ages)
   - Camp Playbook (descriptions of each camp)

2) If you are new to Decatur Active Living and CYS programs, visit the Registration page of the City website to complete a Household Profile Form. This will allow us to create a profile for you in RecTrac with a Household ID number and password. Proof of residency is required for resident fees and is subject to verification (Acceptable documents include: tax bill, utility bill, rent receipt, current signed lease, or mortgage property deed).
3) **Once you have your Household ID and password, login to WebTrac and visit the My Account menu.** Check to make sure your campers’ grade level matches their grade level in the most recent school year or their grade level in the school year after camp (this is the camper’s “rising” grade level). This will help avoid Grade Conflict errors when you register. Use “Change Member Data” to update any incorrect information. Use Add Family Member to add any missing campers.

4) **If you wish to apply for Financial Assistance you may complete your application before camp registration.** The link to the Financial Assistance Application for camp is available on the Forms & Documents page of [www.decaturga.com/cys](http://www.decaturga.com/cys). The minimum weekly rate for camps is $40 per camper. A completed application for financial assistance requires submission of proof of income and proof of residency. Note that these documents may be submitted as part of the forms completion process. Use the paperclip icon at the bottom of the Form window to attach files.

Fees are based on a sliding scale based on household size and total members of the household. Proof of residency and income verification are required annually for financial assistance applications. Proof of residency is verified by tax bill, utility bill or rent receipt. Income is verified by one of the following: Copies of three (3) most recent paycheck stubs, letters of supplemental income, Medicaid letters, or copies of the preceding year's filed taxes naming the children as dependents. All information remains confidential. Families receiving financial assistance for camp may receive an adjusted rate for no more than three (4) weeks of special interest camp per child (special interest includes Sports, Enrichment, Tennis and Swim camps), and up to four (4) weeks of day camp (day camp refers to the general K-5th Legacy Park Day Camp program).

**On Registration Day... :**

1) Have the following at hand: your Household ID and password for WebTrac, a Visa or MasterCard, and your completed Camp Planning Worksheets.
2) Login to WebTrac at 9:00 am (or thereafter).
3) Search for each selected camp by Activity Number or select the Summer Programs button and scroll to the desired camps. Click on the shopping cart icon to add the item to your cart. Select the correct family member from the drop down menu. If an activity is full, add your child to the waiting list, then search for your second choice activity and register.

**Note for Afterschool parents: if you see an “Activity Conflict” error message with afterschool simply select “Continue” to add the camp activity.**

4) Once you have added all your camps to your cart, Proceed to Checkout. Pay at least $25 (non-refundable, non-transferable deposit) per camp to hold the sessions. Payment in full at the time of registration is required for after camp care. Cart will default to your full balance, but you can manually enter the amount you want to pay.
5) Review your activities by selecting My Account > My History. If you see any issues with your registration, contact CYS or Active Living within 72 hours of the registration so that we can work with you to correct any mistakes or errors.

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CALL OUR OFFICE WITH ANY ISSUES ON REGISTRATION DAY – our staff is standing by to assist you 9 am-10:30 am. 404-377-0494 or 404-378-1082

After Payment/Before Camp Begins Visit the Forms & Documents Page of our Website:

1) Complete one Camper Information and Release Form per up to three campers
2) Complete one Health History Form per camper (unless you already submitted for next year’s afterschool program)
3) Complete any additional forms relevant to your camper (Food Allergy, Asthma, Financial Assistance Application)
4) Review the Camp Parent Handbook on the Forms & Documents page and contact us with any questions.
5) The balance of your camp fees will be due by April 1, 2020.

See also the Summer Camp Programs FAQ for answers to frequently asked questions.