

# City of Decatur Summer Camp Programs

## How to Register 2024 Update



### 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

**WHEN: Summer Camp Registration begins the first Saturday in January at 9:00 a.m. 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, iDiscover, enrichment “E” camps, and sports camps. For online registration, a family account must be created in CommunityPass at <https://register.communitypass.net/cityofdecatur>. Follow the steps below to prepare for camp registration.

Note: To pay a \$10 financial assistance deposit, you must contact our offices at 404-377-0494. A completed financial assistance application must be submitted by January 3 if you are planning on registering on January 6. Registration between January 6 and the beginning of camp, you must submit your information before March 1.

### 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](#) 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) All camp registrants will need to visit the [City of Decatur CommunityPass](#) site. This will allow you to set up your family account in order to register for programs. 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) **Communication Note:** As you are setting up your family account, we recommend that you opt in for all forms of communication from us, so you don't miss out on future information from Decatur Parks & Recreation.

4) **Once you have your new family account in CommunityPass, visit the My Account menu.** Use "Add Child" to add all your campers.

**5) IMPORTANT!! Forms have been set up as prerequisites to camp registration this year. The camp forms are located WITHIN the CommunityPass software. To expedite your enrollment on registration day, we highly recommend completing your forms BEFORE January 6 at 9 a.m.**

#### How to Complete Summer Camp Forms in Community Pass:

1. To complete the 2024 Summer Camp Information, click "Click Here to Register".
2. Look for the pop-up box with options and select "Continue" within the 2024 Summer Camp Registration option.
3. On the Select Participants page *select each child* for whom you will be completing the 2024 Summer Camp Information Form and Health History and click "Continue".
4. On the Select the Program(s) page, select the 2024 Information and Release Form for *each child* and the 2024 Camp Health History Form and click on "Continue".
5. On the next page, complete the forms for each camper and click "Continue". Continue to Checkout to complete the form fields.
6. Complete the remaining pages until you reach the Registration Receipt page, click on "Finish".
7. Now you are ready to register for camps! See On Registration Day section on next page for more details.

**\* Special Note on Forms:** Though completing these the first time in CommunityPass will be a chore, after you have completed the form once, those fields can auto-populate the next time you are asked to complete a form!

- 6) **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. 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 relevant 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 (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 K-5<sup>th</sup> Legacy Park Day Camp program and the iDiscover Camp program).

#### **On Registration Day:**

- 1) Make sure you have already completed the prerequisite Info and Release and Health History forms for each camper.
- 2) Have the following at hand: your login information for CommunityPass, a Visa, Discover or MasterCard, and your completed Camp Planning Worksheets.
- 3) Go to: <https://register.capturepoint.com/CityofDecatur> and login to your account at 9:00 a.m. (or thereafter).
- 4) Select the 2024 Summer Camp Registration option.
- 5) On the Select Participants Page **select each child** for whom you will be completing camp registration.

**\*\*If you HAVE NOT already completed the required forms you will need to DO THIS FIRST – see steps below — If you already completed forms go to Item 8.\*\***

- 6) On the **Select the Program(s)** page, select both the 2024 Summer Camp Registration and the 2023 Health History Forms for each child and click on “Continue”

- 7) On the next page, complete the form for each child and click on “Continue”
- 8) Camps each child is eligible for will appear under their name. Click the checkbox for each activity you would like to add for that camper.
- 9) Complete the remaining pages until you reach the Registration Receipt page, click on “Finish”.
- 10) Pay at least \$25 (non-refundable, non-transferable deposit) per camp to hold the sessions.
- 11) Review your activities by selecting **My Account > My History**. If you see any issues with your registration, contact DPRD within 72 hours of the registration so that we can work with you to correct any mistakes or errors. Complete an issue ticket at **Camp Help 2024**.

**CALL OUR OFFICE WITH ANY ISSUES ON REGISTRATION DAY (404-377-0494) – our staff is standing by to assist you 9 a.m-10:30 a.m.**

**After Payment/Before Camp Begins Visit the [Forms & Documents](#) Page of our Website:**

- 1) Complete any additional forms relevant to your camper (Food Allergy, Asthma, Financial Assistance Application)
- 2) Review the Camp Parent Handbook on the Forms & Documents page and contact us with any questions.
- 3) The balance of your camp fees will be due by April 1, 2024.

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

