



City of Santa Clarita Recreation and Community Services Department  
**2021 Camp Clarita Change Form**

Child's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

All requests for refunds or transfers must be submitted in writing to the Camp Clarita office by completing the Change Form. Forms can be obtained at [campclarita.com](http://campclarita.com) and submitted directly to the office through the website, or email to [campclarita@santa-clarita.com](mailto:campclarita@santa-clarita.com).

- A refund will be issued when the request is received by the Camp Clarita office at least **10 business days** prior to the start of the week enrolled.
- For each week refunded, a \$30 charge per child, per week is withheld.
- All requests for transfers or to add additional weeks must be submitted to the Camp Clarita office no later than the **Wednesday** prior to the start of the week at 5:00 p.m. and are subject to availability.
- Refunds will not be issued after the 10 business day deadline.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Campers may not attend camp on days they are not enrolled. If your child is enrolled in the M/T/W or Th/F option, they may not attend camp on any other day.
- \$30 deposit for the payment plan is non-refundable as a spot has been held for your child
- Any refund of camp fees may take up to one week after notification is received to be processed.
- After a refund has been issued, credit card refunds may take up to seven business days depending on the credit card company and checks may take up to three weeks to receive.
- If Camp Clarita has to cancel the program, a full refund will be issued for cancelled days/weeks.

**Please circle the program options you would like to cancel, add or transfer:**

Week	Dates	Program (please circle one)	Location* (please circle one)	Currently Registered (if only adding weeks, please leave blank)	Circle One	Change/Add to (if canceling, please leave blank)
1	June 14-18	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F
2	June 21-25	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F
3	June 28-July 2	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F
4	July 6-9* (no camp 7/5)	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	Tu-F T/W Th/F	Cancel Transfer Add	Tu-F T/W Th/F
5	July 12-16	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F
6	July 19-23	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F
7	July 26-30	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F
8	August 2-6	Wee Folks Little Folks Ranger/Explorer	CCP NP NOP SCP TC VGP VMP	M-F M/T/W Th/F	Cancel Transfer Add	M-F M/T/W Th/F

\* Canyon Country Park (CCP), Newhall Park (NP), North Oaks Park (NOP), Santa Clarita Park (SCP), The Centre (TC), Valencia Glen Park (VGP), Valencia Meadows Park (VMP)

Please state the reason for the request: \_\_\_\_\_  
 Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Email: \_\_\_\_\_

**PAYMENT INFORMATION** (complete only if balance due):

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ CVV Code: \_\_\_\_\_  
 Payee Name: \_\_\_\_\_ Payee Signature: \_\_\_\_\_  
 Check #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

<i>For Office Use Only:</i>
Date Received: _____
Staff Initials: _____
Receipt: _____