



Town of Newburgh Recreation Department

Recreation Center, Desmond Center & Chadwick Lake Park

2024 Summer Camp Policies Registration and Cancellation Policy

How to Register

Online – townofnewburgh.recdesk.com

In Person- Town of Newburgh Recreation Department

When to Register

Resident Registration will begin 3/16/24 at 8:00 am

Non-Resident Registration will begin 3/19/24 at 8:00 am

Payment

Online - Visa, Mastercard or Discover

In Person - Cash, Check, Visa, Mastercard or Discover

*If you are registering between 3/16/24 and 5/9/24, as a courtesy, the Recreation Department offers a payment plan - half of your full payment is due at time of registering - final payment is due no later than 5/9/24.

*If you are registering after 5/9/24 - FULL payment is due at time of registration.

What you need when registering

An account with Town of Newburgh RecDesk

Your family's summer calendar

Submit a copy of your child's immunization records ***Required**

Submit 2024 Camp Packet ***Required**

*located under the Information & Form tab online or at the Recreation Department

Cancellations

All cancellations and changes will be accepted on or before 5/9/24 with no penalties/fees.

AFTER 5/9/24 -

We will grant full refunds for requests made thirty (30) calendar days prior to the start of the session you are looking to cancel minus a \$30.00 processing fee (per session/per child).

If cancelling LESS THAN the thirty (30) calendar days prior to the class/program a refund minus \$30.00 processing fee (per session/per child) will be granted ONLY IF a replacement can be found from the waitlist, if a waitlist exists.

*The Recreation Department reserve the right to use discretion/refuse a cancellation and refund.