



# Town of Newburgh Recreation Department

## Recreation Center, Desmond Center & Chadwick Lake Park

### 2026 Summer Camp Policies Registration and Cancellation Policy

#### How to Register

Online – townofnewburgh.recdesk.com  
In Person- Town of Newburgh Recreation Department  
(1702 Route 300 Newburgh, NY 12550)

#### When to Register

Resident Registration will begin 3/14/26 at 8:00 am  
Non-Resident Registration will begin 3/17/26 8:00 am

#### Payment

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

\*If you are registering between 3/14/26 and 5/8/26, as a courtesy, the Recreation Department offers a payment plan - \$78.00 per session is due at time of registration - final payment is due no later than 5/8/26.

\*If you are registering after 5/8/26 - FULL payment is due at time of registration.

#### What you need when registering

An account with Town of Newburgh RecDesk **\*Required**  
Your family's summer calendar  
Submit a copy of your child's immunization records **\*Required**  
Submit 2026 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 5/8/26 with no penalties/fees.

##### **AFTER 5/8/26 -**

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.