

2012 Checklist for Registration
 (Please keep this page for your records.)



- Now**
- Submit a \$40 non-refundable registration fee
 - Submit a \$200 non-refundable deposit (deposit amount will be deducted from the total amount due)
 If you are registering for only one class, you pay the registration fee and the full amount of the class at the time of registration. (One check for both the registration and deposit is fine. Make checks payable to Pinecrest School.)
 - Complete and return the Registration Form (two-sided)
 - Complete and return the Medical/Emergency Care Form (two-sided)
 - Complete and return the After-Care Program Registration Form (if applicable – remember, any camper wishing to use the after-care program at any time must have this form on file)

You will receive an e-mail confirmation when all this information has been received and processed. You will also be added to our yahoo groups list-sev that we use for camp communications.

Friday, April 20, 2012

This is the last day to drop a class. No drop request will be granted or refunds given after Friday, April 20, 2012. This is also the last day to change classes without penalty. After April 20, 2012, changes may be made based on class availability but fees will apply. Requests for class drops and changes must be made in writing (e-mail is acceptable). Please see Schedule Changes and Refund/Withdrawal sections on the General Information page or our Policies Section on the website for complete details.

Early May 2012

You will receive an e-mail with your balance due. Sibling discounts (if applicable) will be reflected on your statement.

By Wednesday, May 16, 2012 (This applies to campers who have submitted registrations before this date)

- Pay balance due
- Submit Commonwealth of Virginia School Entrance Health Form, including immunization record (signed by physician)
 If your child is over six years old and attends or has previously attended Pinecrest School or previously attended Pinecrest Summer Pavilion, you do not need to submit this form unless an update has been made. A Virginia Health History Form is already on record.
- Stop by the office at Pinecrest School to present your child's proof of identity.
 If your child attends or has previously attended Pinecrest School or has previously attended Pinecrest Summer Pavilion you do not need to provide this information. Proof of ID is already on file.
- Submit an Authorization to Administer Medication Form (if applicable)

You will receive an e-mail confirmation once your application is complete and all of this information is on file.

Early June 2012

Welcome packets, including the Pinecrest Summer Pavilion Camp Handbook, any information specific to the class(es) your child is taking, camp-wide theme day details and more, will arrive to your home address by mail.

Please use the space below to record the camp classes for which your child is registering so you will have the information for future reference or make a copy of your registration form before submitting it.

	Morning	Afternoon
Week 1 (June 25-29)	_____	_____
Week 2 (July 2-6)	_____	_____
Week 3 (July 9-13)	_____	_____
Week 4 (July 16-20)	_____	_____
Week 5 (July 23-27)	_____	_____
Week 6 (July 30-August 3)	_____	_____
Week 7 (August 6-10)	_____	_____
Week 8 (August 13-17)	_____	_____

Total amount Paid \$ _____ Total Amount Due (by May 16, 2012) \$ _____

Registration is ongoing and remains open throughout the summer for any class with available space.
 More information and updates can be found at www.pinecrestschool.org (click on Summer Camp). Please contact Camp Director Beth Hartzler at summercamp@pinecrestschool.org or call the school office at 703.354.3446 with any questions.