



## Parks & Recreation Department

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### CAMP REGISTRATION PROCEDURE (v3.4 1JULY25)

The steps outlined below must be followed when registering for our Mini & Summer Camps.

1. HPR will accept “Camper Contact Forms” starting on December 1<sup>st</sup> of each year.
  - a. Please email completed form to [parksandrec@hanovernh.org](mailto:parksandrec@hanovernh.org)
  - b. Camper Contact Forms are valid for the entire upcoming calendar year for the above-mentioned camps and only have to be filled out once per child.
  - c. Camper Contact Forms can be completed by hand or electronically and can be returned in person or emailed.
  - d. Emailed forms must be as a PDF. Pictures of forms are not acceptable.
    - i. *Forms that are emailed must be digitally signed using Adobe to be accepted.*
2. Once Camper Contact Forms are returned and accepted you will be emailed an invoice for the Camp Membership fee as follows.
  - a. \$28 for first child
  - b. \$11 for each additional child
3. Camp Membership fees must be paid when you receive the emailed invoice.
  - a. Once paid you will have the ability to register for HPR camp programs, following the schedule listed below, online or in person on a space available basis. There is no program fee for waitlisted registrations.
  - b. Paid Camp Memberships ***do not*** enroll you in any HPR camps but rather allows you to register for HPR camps either online or in person.
  - c. Camp Memberships are non-refundable even if participant does not attend camp.

#### 4. IMPORTANT DATES

RESIDENTS	NON-RESIDENTS
<b>A. December 1<sup>st</sup></b> Camper Contact Forms can start to be turned in.	<b>A. December 1<sup>st</sup></b> Camper Contact Forms can start to be turned in.
<b>B. 2<sup>nd</sup> Friday in January</b> (8 <sup>am</sup> either in person at our office or online) Summer Camps & Mini Camps registration begins.	<b>B. 4<sup>th</sup> Friday in January</b> (9 <sup>am</sup> either in person at our office or online) Summer Camps & Mini Camps registration begins.

*Connecting you to explore our community, enrich your life and expand your experiences.*