



PUTNAM VALLEY PARKS AND RECREATION

265 Oscawana Lake Road
Putnam Valley, NY 10579

PUTNAM VALLEY PARKS AND RECREATION DAY CAMP REFUND POLICY SCHEDULE CHANGES

**All requests must be made via email to
Aspinelli@putnamvalley.gov or
Tcortina@putnamvalley.gov**

DAY CAMP SCHEDULE CHANGES:

\$15.00 SCHEDULE CHARGE FOR ALL CHANGES TO SCHEDULES

DAY CAMP REFUNDS:

- A 90% refund will be issued if requested prior to May 1
 - Between May 1 and June 1 refunds will be issued for 50% of the fee
 - Any refund requested after June 3RD will not be issued
 - If a participant becomes ill or injured during a program, a refund request must be submitted in writing and accompanied by a Doctor's note. Refunds will be prorated based on the date they are received
 - A \$20 processing fee will be deducted from all refunds
- If the Recreation Department cancels a program, a full refund will be issued

CHECKS:

If a check is returned to the Putnam Valley Parks and Recreation department due to insufficient funds, there will be a \$20.00 service charge. Checks cannot be redeposited.

CREDIT CARDS:

The Town of Putnam Valley charges a 4.0% surcharge for credit/debit card payments.

ON-LINE PAYMENTS

Payments on-line can be made at: reg.pvpr.com