

Hello Club Family,

Welcome and thank you for choosing the BGC of Greater Halifax Summer Camps! Please review your registration carefully https://ca.apm.activecommunities.com/bgcgh/ActiveNet_Login and report any errors immediately to registration@bgcgh.ca.

At the time of registration, an electronic copy of the Clubs Program Guidelines were provided. Program Guidelines reviews policies, procedures and expectations of our staff, members and parents/guardians. We ask that our Club Parents and Guardians ensure that you review it with your child/ren.

Summer Day Camps hours of operation;

7:30 am to 5:30 pm at all sites. All members must be escorted to Club sites and signed in by a parent/guardian every day. All members must arrive by 9 am. Members arriving after 9 am will not be accepted that day. There is no option for earlier drop off/later pick up.

Payment schedule for services;

Statements for services are sent to clients via email on the 1st of the month: June 1st for July services, July 1st for August services and so on.

- Fees for services are processed on the 21st of each month via auto withdrawal from client accounts. The onus is that of the client, to ensure the funds are in their account prior to the clock rolling over to 12 am on the 21st of any given month. All transactions that do not clear are charged \$25.00 Administration fee (Insufficient funds, declined, Card was reported lost/stolen, Card issuer wants card returned etc.)
- Banking information and payment changes need to be requested via writing to registration@bgcgh.ca at least 5 business days before the payment process date.

Summer term, payments are processed via auto withdraw from client accounts on;

June 21st for services to be rendered in July
July 21st for services to be rendered in August

Summer Program Cancellation Procedure;

Cancellations for any July service (weeks 1 through 4) must be submitted in writing via email to registration@bgcgh.ca by June 1st.

Cancellations for any August service (weeks 5 through 8) must be submitted in writing via email to registration@bgcgh.ca by July 1st.

If the above procedure is not followed, accounts will be charged.

If you have inquiries regarding;

Registration & Family accounts;

Contact Lisa Reid, Administration Lead at registration@bgcgh.ca .

Programs;

Dartmouth North Site, 60 Farrell

Club Coordinator, Pamela Effah at pamela.effah@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #2 for Dartmouth North site.

East Dartmouth Site, 50 Caledonia Road

Club Manager, Colleen Batstone at colleen.batstone@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #1 for ED site

Sackville Site; 45 Connolly Road

Club Manager, Stephanie Irving at stephanie.irving@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #4 for Sackville site.

Spryfield Site; 11 Aldergrove Road

Club Manager, Shawna MacLean at shawna.macleam@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #5 for Spryfield site.

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