

## Summer Camp 2025 Registration for Rutgers CCN Parents

Thank you for your interest in Summer Camp 2025! Please carefully review the instructions below to ensure a smooth registration process.

### **IMPORTANT: Rutgers CCN Approval Requirement**

To register for camp, your child **MUST** already be approved for Rutgers CCN. **Do not** sign up if your approval is still pending. Registration fees are non refundable and any registrations made without approval will be canceled.

### **Registration Steps**

#### **Step 1: Create or Log Into Your Account**

Use this [link](#) to create an account or log in using this [link](#). If your child attended camp in 2024, you already have an account. Once logged in, go to the **Enrollment** tab on the left side and enroll for Summer Camp 2025.

**Step 2:** Complete the pre enrollment questions then click Save & Continue button at the bottom.

#### **Step 3: Enter the Passcode and Select Enrollment**

In the Enrollment Passcode box enter the passcode you were provided. In the Filter By Tag box select Summer Child Care Network. Note: All Child Care Network enrollment options will have CCN in the description. Select the "Add Option" button and select the dates for each week you will need care. When you are done with your enrollment selections scroll down to the bottom and click Save & Continue.

If you did not receive a passcode, you can request one by emailing [registration@ehtpal.org](mailto:registration@ehtpal.org)

#### **Step 4: Additional Options (Before & After Care)**

Please DO NOT select any additional options for before/after care at this time. You can go back and purchase those options in May, prior to the start of camp. You will receive an email reminder. Scroll down to the bottom and click Save & Continue.

#### **Step 5: Complete Required Forms**

If you want to complete the required Health History forms at a later date you can move forward with registration by clicking Save & Continue. All Health History forms must be completed by June 1st.

#### **Step 6: Submit Payment**

The rates you see are estimated copayment rates, not the actual camp rate. To reserve your spot in summer camp you are required to either pay in full (which will give you an additional 5% discount) or pay the deposit amount shown. Your remaining copay balance will be divided into a monthly payment plan. Monthly payments will be due no later than the 15th of each month.

**PLEASE NOTE: All copays must be paid in full by June 1st.** If your balance is not paid in full by this date, your registration will be canceled, and your child will lose their spot in camp. Camp deposits are non refundable.

All camp balances are considered estimates until we receive your approved Child Care Network documents which show your daily approved rate. Once we receive this information we will adjust your camp balance accordingly

## Provider's Agreement

Once registration and payment are complete, the EHTPAL office will finalize the provider's agreement. Agreements can be **mailed or dropped off** at our office:

**2542 Ridge Ave, EHT, NJ 08234**

After the agreement is submitted to CCN by the parent, we will adjust the copay to your actual amount. Please note:

- If Rutgers CCN states "no copay" on your paperwork, this means you are receiving the maximum financial assistance from the program.
- However, this **does not** necessarily mean your summer camp tuition is fully covered. Additional copayments may still be required.

**Please read all registration steps carefully to ensure successful enrollment. If you have any questions, contact us for assistance at [registration@ehtpal.org](mailto:registration@ehtpal.org) or call our office (609) 645-8413.**