



# DPR Summer Camp 2024 Parent Handbook



Kids, Camps & Co-Op Office  
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[dpr.dc.gov](http://dpr.dc.gov)

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kidscampsandcoop@dc.gov

**Hours:** Monday - Friday 9:30 am – 5:00 pm

The DC Department of Parks and Recreation (DPR) has been providing camps and camp activities to the District's youth for many years. On average, over 4,500 children utilize DPR's camps over the course of one year. It is most important that the youth have an enjoyable camp experience, and important that the policies and procedures set forth by DPR are clear and understood. It is our top priority to create and maintain a safe environment for all our camp participants, both youth and staff. Please review DPR's Policies and Procedures for important information regarding the 2023 Summer Camp Season, these policies and procedures are applicable to all programs offered by DPR.

### **DPR Summer Camp 2024 Policies and Procedures**

#### **REGISTER FOR A SUMMER PROGRAM**

DPR offers a variety of summer programs and activities for all ages. Please note, that to register for any program, activity or class, you must first create an account. For information about obtaining an account, visit [www.dpr.dc.gov](http://www.dpr.dc.gov) > Activities & Programs > Register for A Program or contact DPR's Kids, Camps & Co-Op Office by phone at (202) 671-0372 or by e-mail at [kidscampsandcoop@dc.gov](mailto:kidscampsandcoop@dc.gov).

You can browse the many programs that DPR offers without creating an account. View DPR's Policies and Procedures for information regarding refunds and cancellations.

#### **IMPORTANT CAMP DATES FOR 2024**

Family Info Session took place in a virtual format in June 2024.

Session recording is available at [dprsummercamp.com](http://dprsummercamp.com) after the session.

#### **2024 Camp Dates**

- Session 1 - June 26 – July 5 (*Holiday Observed, July 4<sup>th</sup>*)
- Session 2 - July 8– July 19
- Session 3 - July 22 – August 2
- Session 4 - August 5 – August 16 (**Any camp located in a DCPS location will NOT have a Session 4**)

#### **BEFORE AND AFTER CARE**

Before and After Care registration will be available to any registered camper for a nominal fee. If you have secured a space in a DPR summer camp, you are guaranteed a space in Before and After Care once fee has been paid.

#### **TIME AND ATTENDANCE**

- Our camps start promptly at 9:00 am and operate on a schedule. Please make sure that your child has transportation to and from camp and arrives on time.
- Repeated absences (without prior arrangements with the camp facilitator) may result in your child being dismissed from the program. Please communicate with the Camp Facilitator to avoid any misunderstandings.

## DROP-OFF/ PICK UP

- All children must be signed in and out of camp daily by a parent or designated adult.
- Children may not leave DPR property with anyone other than the parent/guardian or designated adult on the registration form.
- Anyone designated to pick up a child must be listed on the registration form and must be at least 18 years old.
- If your child will walk (unaccompanied by an adult / walking alone) to and from camp, you will need to complete a consent form. Please request a form from your Camp Facilitator. **They must be at least 12 years old to walk unaccompanied.**
- Camp starts promptly at 9 am and ends promptly at 5 pm. Before-care is from 8 am to 9 am and after-care is from 5 pm to 6 pm.
- Children cannot be dropped off before 8:50 a.m. if they *are not* enrolled in before-care. Children must be picked up by 5:00 p.m. if they *are not* enrolled in after-care.
- Children cannot be dropped off before 7:50 a.m. if they *are* enrolled in before-care. Children enrolled in after-care **must be picked up** no later than 6:00 p.m. If your child has not been picked up by 6:30 p.m., the proper authorities will be contacted.
- **Parents/guardians picking up a child after the designated time will receive a verbal warning for the first offense and the second offense will warrant late fees. Parents will be charged \$10 for every portion of 15 minutes per child based on the program pick-up times.**
- **Late fees will be due within three business days.** Invoices will be sent via email and fees can be paid via your WebTrac account.
- Continued disregard for the pick-up time or failure to pay late pick-up fees can be cause for your child's termination from the program.

## SUMMER CAMP FEES\*

Camp	Registration Fee	Before/After Care Fee
- Discovery - Little Explorers - Sports Camps - Therapeutic Recreation	\$94.50- Session 1 \$135-Session 2,3,4	\$20 per session
- Little Steam Engine - Kitchen Confidential Culinary - Future E.G.O.T.Performing Arts	\$154- Session 1 \$220- Session 2,3,4	\$20 per session
- Full Steam Ahead DC!	\$227.50-Session 1 \$325- Session 2,3,4	\$20 per session

\* Please note: Listed fees are for District residents. Please go to [dpr.dc.gov](http://dpr.dc.gov) to see non-resident rates.

## PAYMENT INFORMATION

- Sessions can be purchased all at once, or one at a time, however, camp fees are due in full for all selected sessions at the time of registration.
- Payments are to be made online using a credit, debit or gift card that has a Visa, MasterCard, or Discover logo.
- Payment plans are not offered for DPR Summer Camps.

## DPR REFUND POLICY

- Refund requests must be received **no later than May 15<sup>th</sup>** through our online request form. Please adhere to refund request deadlines. All requests must be received by 5pm.
- DPR retains a 10% processing fee on **ALL** refunds.
- **If your child is dismissed from the program for any reason (chronic misbehavior, violence, late pick-ups, repeated absences, etc.) you will NOT be entitled to a refund.**
- To request a refund, please visit [dpr.dc.gov](http://dpr.dc.gov) and complete the 2024 Refund Request Form.

## PARENT INVOLVEMENT

- DPR limits parental involvement, i.e. chaperoning field trips, etc.

## FOOD

- Breakfast and lunch will be provided at all camps via the Free Summer Meals Program. If your child does not want to eat the meals that are provided, please send the camper's lunch in a marked container. Because of the length of the day, snacks are encouraged (see guidelines below).  
**Please note:** *We will not be able to refrigerate or microwave camper's lunches.*
- Because we encourage healthy eating habits, we do not allow the following food and drinks at camp:
  - red juices of any sort
  - soda
  - chips, cookies, candy, sunflower seeds, or any kind of sugary snacks
  - ABSOLUTELY NO PEANUT PRODUCTS (due to the number of campers with nut allergies)

***If your child arrives at camp with any of these items, the item(s) will be held for them until the end of the day.***

## **MEDICATION AND ILLNESS**

- DPR is not permitted to and cannot administer medications **except for prescribed Epi-Pens**. If your child needs medication: please administer before camp.
- If your child must bring an epi-pen or inhaler with them, please notify the staff at your site. **The epi-pen and/or inhaler must be taken home each day and cannot remain at the site overnight.**
- Parents shall indicate in writing any factors that put a camper at risk for a severe allergic reaction or breathing emergency, and whether the camper carries an Epi-Pen or inhaler.
- Campers should not bring any prescription medication or over-the-counter medication to camp, including but not limited to, allergy pills, pain relief or cough syrup. Medication is strictly prohibited.
- Reasonable modifications to DPR programs must be requested in writing at least two weeks before the camp begins. This may include a parent or other approved adult coming to the site to administer medication if necessary.
- Please do not send your child to camp if he/she is sick. If your child *will* be absent from camp because they are sick, please inform the Camp Facilitator that your child will not be at camp that day.
- If your child becomes ill at camp, we will isolate your child in the designated isolation room and notify you to pick up your child immediately. The camp staff must consider the well-being of every child. If your child is sent home with a communicable disease (something contagious), he/she may not return to camp without a written note/permission from their doctor. A doctor's note will be required for pink eye, fever, diarrhea, unexplainable rashes, ringworm, etc.

## **EMERGENCY PROCEDURES and INJURIES**

- All DPR staff are trained on the proper emergency evacuation procedures in the event of a fire, severe storm, or other emergency.
- It is VERY important that the Camp Facilitator is made aware, in writing, of any changes in home or emergency telephone numbers, or if there is a change in the child's health information.
- DPR staff will take all necessary precautions to prevent any health risk to campers. In the event of an injury, certified staff will administer basic first aid, and the parent will be notified of the incident at the end of the day, unless the injury requires immediate notification. DPR deems the following injuries as requiring immediate notification:
  - Head Injuries
  - Lacerations
  - Suspected sprains or breaks

## **CAMPER SAFETY**

- DPR strives to create the safest environment possible for your child. For the Little Explorers Camps, a 1:4 to 1:5 adult-to-child ratio is maintained. For camps serving children ages 6-13, there is a 1:10 to 1:15 adult-to-child ratio. With additional help from summer youth employees, camp staff will be able to keep constant watch over each child as they play, create, and enjoy an enriching summer camp experience.
- DPR constantly monitors summer weather reports, especially the heat-index. If a heat advisory is in effect, your child will spend very limited amounts of time outside, if any.

## PERSONAL BELONGINGS

- All personal items (clothing, shoes, towels, bags, water bottles, etc.) must be marked with the child's full name in permanent marker.
- **PLEASE DO NOT** send your child to camp with the following items: Collectable cards, money, expensive jewelry, or any other valuable items.
- **NO ELECTRONIC DEVICES**: Electronic devices, including iPods, Mp3 players, cell phones, portable video games, etc. are **not** allowed. These items will be taken and given back at the end of the day.

**DPR is not responsible for lost or stolen items.**



## DRESS CODE

- Tennis shoes/sneakers must be worn every day. Athletic wear and/or loose clothing should be always worn.
- The following clothing items are not permitted at camp:
  - Short shorts
  - Skirts or dresses (that are not tennis skirts; please wear shorts underneath)
  - Shirts with slang, profanity or negative messages or images
  - Halter tops
  - Open toe shoes, sandals, flip flops, Crocs, or wedges
  - Bandanas or stocking caps

## POTTY TRAINING POLICY

- Children who are participating in any DPR camp, including Little Explorers, must be **FULLY** potty-trained.
- No child will be able to attend camp if still wearing diapers or pull-ups.

## TRIPS

- Parents will be asked to sign **one** permission slip at the start of the camp session. This permission slip will cover all trips that will take place during that session.
- The dates and destinations for all trips will be given to you by the Camp Facilitator and/or the site staff at the start of camp.
- Please ensure that your child is prepared for the trip (proper attire, lunch, sunscreen, comfortable shoes, etc.).
- If, for any reason, your child cannot participate in the trip, please keep him/her at home. If your child arrives late to camp and misses the bus for the trip, you may need to come and pick them up, as there likely will not be enough staff at the site to properly supervise your child.

## SWIMMING

- Your child will go swimming at least once a week. All camp staff are required to get into the water with campers and maintain close proximity to help ensure camper safety. The Camp Facilitator should inform you of swimming trips well in advance so you can send your child with the proper belongings.
- All children **MUST** bring a swimsuit and towel on swim days, even if they do not intend to swim. They will not be allowed onto the pool deck without the proper attire, which will make it difficult to maintain proper supervision over all campers. We also recommend sending your child with sunblock and water shoes.
- All children must adhere to the pool rules. Any child breaking the rules will risk being excluded from future pool trips.

## BEHAVIOR EXPECTATIONS AND CODE OF CONDUCT

Camp is a fun leisure experience for children and teens. DPR's expectations are direct and clear: respect for self, respect for others and respect for the environment. We will encourage campers to always be responsible and mindful of their words and actions with camp staff and with each other. All DPR staff is trained in the best practices for positive behavior management.

If misbehavior does occur, we will use the following tier system to determine the most logical consequence:

Tier 1	
<p><b>Misbehavior</b></p> <ul style="list-style-type: none"> <li>• Misbehavior in a Rec center or park, such as running or yelling when inappropriate</li> <li>• Littering in a Rec center or park</li> <li>• Violation of dress code</li> <li>• Using unkind words</li> <li>• Disobedience</li> </ul>	<p><b>Logical consequence</b></p> <ul style="list-style-type: none"> <li>• Verbal cue to remind about rules</li> <li>• Pick up debris (for littering)</li> <li>• Contact parent</li> </ul> <p><i>Repeated misbehaviors could lead to a Tier 2 consequence.</i></p>
Tier 2	
<p><b>Misbehavior</b></p> <ul style="list-style-type: none"> <li>• Repeated Disobedience</li> <li>• Misuse/Abuse of resources</li> <li>• Repeated Foul language</li> <li>• Disrespect towards staff and/or other adults</li> <li>• Bullying and/or threats</li> <li>• Physical violence (first instance)</li> <li>• Leaving DPR property or the supervision of staff when on a trip (first instance)</li> </ul>	<p><b>Logical consequence</b></p> <ul style="list-style-type: none"> <li>• Exclusion from activities and/or trips</li> <li>• Suspension</li> <li>• Behavior management plan (created with child and parent)</li> <li>• Transfer to another site</li> </ul>
Tier 3	
<p><b>Misbehavior</b></p> <ul style="list-style-type: none"> <li>• Bringing weapons onto DPR property</li> <li>• Theft</li> <li>• Excessive Absenteeism (more than 3 consecutive absences without notification)</li> <li>• Violation of Behavior Plan</li> </ul>	<p><b>Logical consequence</b></p> <ul style="list-style-type: none"> <li>• Immediate dismissal from the program</li> </ul>

DPR reserves the right to dismiss any child who violates DPR site and/or camp rules or whose conduct is disruptive and prevents camp staff from providing a complete, consistent, and enjoyable camp experience for the other participants. **Children dismissed from the program are not eligible for a refund.**

## DPR BEHAVIOR AGREEMENT

The Behavior Agreement is to help you understand the importance of behaving during camp. DPR provides and expects only the very best from our campers and proper behavior is important for the safety and well-being of you, the camper, as well as the other campers and staff. All children who attend DPR summer camps and programs are expected to follow the rules and behave in an acceptable manner. Since you are having trouble following these expectations, we are sitting down together to agree on what is expected of you in order to remain in the program. Your parent (or guardian) is here to work with us and help you meet these expectations.

Site \_\_\_\_\_ Camp \_\_\_\_\_

Camper's Name \_\_\_\_\_

Parent / Guardian's Name \_\_\_\_\_

DPR Staff \_\_\_\_\_

Describe Unacceptable Behavior \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In order to continue participating in this program, we (parent and child) agree to:

- Follow the rules of the program.
- Treat the staff, volunteers, and other campers with respect.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **Progress Report**

The Camp Facilitator will provide feedback by phone or in person in 1 2 3 days (circle one) to indicate progress and/or the next step.

I understand that I will be suspended or expelled from camp if I do not follow this agreement and act appropriately.

Camper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DPR Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DISCOVERY CAMP (Ages 6-10)**

### **Curriculum**

Discovery Camp uses a theme-based curriculum to help children get to know themselves and the world around them. Children will participate in daily morning meetings, arts and crafts activities, explorations, Drop-Everything-And-Read (DEAR), games, sports, and choice activities.

### **Camp Locations**

Please visit [dprsummercamp.com](http://dprsummercamp.com) for camp locations.

### **Sample Daily Schedule**

9 am	Breakfast/Free Play
10 am	Morning Meeting 10:30 am Games/Sports
11:15 am	Exploration
12 noon	Lunch/Free Play
1 pm	D.E.A.R.
1:45pm	Arts and Crafts
2:30 pm	Games/Sports
3:15 pm	Choice activity
4:30 pm	Closing Circle
5 pm	Dismissal

### **Items to Bring**

We encourage you to send the following items to camp with your child:

- Reusable Water Bottle
- Afternoon Snack—Please see the guidelines on page 6
- Books (optional)—Each day your child will have the opportunity to read or to be read to. Please send along any books you would like your child to read this summer. Many camps will be taking walking field trips to their local libraries to get books as well.
- Sunblock—Weather permitting, your child will spend a good portion of his/her day outside playing games and participating in outdoor camp activities.
- Extra set of clothes
- Swimsuit and Towel (on swim days)

## **LITTLE EXPLORERS CAMP (Ages 3-5)**

### **Curriculum**

Little Explorers Camp uses a theme-based curriculum, taught by experienced early childhood development staff, with a staff to child ratio of 1:4 to 1:5. Children will participate in daily morning meetings, arts and crafts activities, explorations, Drop-Everything-And-Read (DEAR), games, sports, and choice activities.

### **Camp Locations**

Please visit [dprsummercamp.com](http://dprsummercamp.com) for camp locations.

### **Sample Daily Schedule**

9 am	Breakfast / Free Play
10 am	Morning Meeting
10:30 am	Arts and Crafts
11 am	Games / Sports
11:30 am	Exploration
12 pm	Lunch / Free Play
1 pm	Story Time
1:15 pm	Rest / Meditation / D.E.A.R.
2:30 pm	Science / Math investigation
3 pm	Games / Sports
3:30 pm	Bathroom / Water / Snack Break
3:45 pm	Closing Circle
4 pm	Choice Time
5 pm	Dismissal

### **Items to Bring**

We encourage you to send the following items to camp with your child:

- Reusable Water Bottle
- Afternoon Snack—Please see guidelines on page 5
- Books (optional)—Each day your child will have the opportunity to read or to be read to. Please send along any books you would like your child to read this summer. Many camps will be taking walking field trips to their local libraries to get books as well.
- Sunblock—Weather permitting, your child will spend a good portion of his/her day outside playing games and participating in other camp activities.
- Extra set of clothes
- Small Blanket—Little Explorers will have rest time each day.
- Swimsuit and Towel (on swim days)

## **SPORTS CAMPS (ages 8-13)**

### **Curriculum**

Sport Camps will be aligned to DPR's mantra of "Going for Gold." Each day participants will participate in a variety of activities that will encourage and support movement, personal growth, and environmental stewardship. Participants will be taught basic to advanced sport-specific skills.

### **Camp Locations**

Please visit [dprsummercamp.com](http://dprsummercamp.com) for camp locations.

### **Types of Sports Camps**

- Nothing But Net! (Basketball)
- Tennis

### **Sample Daily Schedule**

9 am	Breakfast
10 am	Greeting/Morning Meeting/Character Education
10:45am	Core Sport (I.e. basketball or tennis)
11 - 12 pm	Lunch
1 pm	Character Education activity (film clip + discussion)
1:45 pm	Core Sport
2:45 pm	Break
3 pm	D.E.A.R. (Drop Everything And Read)
3:45 pm	Core Sport
4:45 pm	Wrap-up/Dismissal

### **Items to Bring**

We encourage you to send the following items to camp with your child:

- Reusable Water Bottle
- Afternoon Snack—Please see the guidelines on page 5
- **Please send your child to camp in sneakers every day.**
- Books (optional)—Each day your child will have the opportunity to read. Please send along any books you would like your child to read this summer.
- Sunblock—Weather permitting, your child will spend a good portion of his/her day outside playing games and participating in other camp activities.
- Extra set of clothes
- Swimsuit and Towel (on swim days)

## **THERAPEUTIC RECREATION CAMPS (various ages)**

**All children with special needs must be assessed by a Recreation Therapist. In addition to the assessment, the child's Individual Education Plan (IEP) must be supplied.**

### **Camp Adventure (@ TR Center, Fort Stevens & Hillcrest) (ages 6 - 16)**

Camp Adventure is a summer camp program designed for children with and without disabilities. The program offers a variety of experiences that include swimming, arts and crafts, group games and so much more. *An assessment is required.*

### **Discovery Inclusion Camp (ages 6 – 10)**

Discovery Inclusion Camp is the summer camp experience for children with special needs, ages 6-10, enrolled in DPR Discovery Camp programs at Sherwood and Turkey Thicket. With the assistance of an Inclusion Camp Counselor, children with special needs will have the opportunity to become mainstreamed into an urban camping experience with other children, in an inclusive setting. All campers will experience a variety of fun-filled activities including swimming, arts and crafts, basketball and so much more. *An assessment is required.*

### **Let's Play Together: Little Explorers (ages 3 – 5)**

Let's Play Together: Little Explorers is the summer camp experience for children with special needs, ages 3-5. With the assistance of an Inclusion Camp Counselor, children with special needs will have the opportunity to become mainstreamed into an urban camping experience with other children, in an inclusive setting. All campers will experience a variety of fun-filled activities including swimming, arts and crafts and so much more. *An assessment is required.*

### **Sample Daily Schedule**

9 am	Breakfast/Free Play
10 am	Harambee/Morning Circle
10:30 am	Structured Activities Group A, B & C
12 noon	Lunch /Free Play
1 pm	Rest & Relaxation/Quiet Time
2 pm	Structured Activity A, B & C
4 pm	Snack Time/Free Play
4:30 pm	Closing Circle
5 pm	End of the Day

## **Continued - THERAPEUTIC RECREATION CAMPS (various ages)**

### **Items to Bring**

- Reusable Water Bottle
- Backpack with a complete change of clothing (everything should be clearly marked with the child's name.)
- Blanket for Rest & Relaxation
- Swimsuit and towel
- Sunscreen

### **What to Wear:**

- Comfortable and light-colored clothing
- Closed toe shoes
- Light jacket or sweatshirt



## **DPR Summer Camps Frequently Asked Questions**

**Q: I have not filed taxes for this year yet. Can I still apply for reduced rate?**

A: Yes, you can submit your tax forms from the previous year.

**Q: My child(ren) will reside with grandparents/relatives during the summer. Would I qualify for a reduced rate?**

A: No, the child must be a permanent DC resident to qualify for a reduced rate. Children who live outside of DC will be charged the non-resident rate.

**Q: I want to apply for a reduced rate but I am not employed. Can I still apply?**

A: Yes, you can apply if you can provide proof of income/assistance. We will accept the following government assistance as your income: TANF Statement, Unemployment Statement, Social Security Benefit Statement, Disability Benefit Statement, Child Support Statement.

**Q: I share joint custody of my child(ren). Do both parents have to reside in DC in order to qualify for the reduced rate?**

A: You can only qualify for reduced rate if the child(ren) and one parent are DC residents. Please provide documentation to prove residency and income as mentioned above.

**Q: I'm a foster parent in DC. How can I apply for reduced rate?**

A: Please ask your case manager to provide a letter verifying your foster parent status. We will help walk you through the process. Please contact the Kids, Camps & Co-Op Office for more information.

**Q: Does DPR maintain a waitlist for camps?**

A: Yes, DPR will maintain a waitlist for camps. After the initial run of the lottery is complete and customers have accepted and paid for their selections (by March 6), any available camp slots will be offered to those on the waitlists for each camp. Through this new automated process, customers will be notified via email if they are chosen from the waitlist. The email will contain a link to their DPR account, where they can sign in and "Accept" or "Reject" their waitlist offer.

**Q: If a camp session shows in the system as full, can I still enroll?**

A: No, once a camp session is full we cannot over-enroll. Please continue to check our website to see if space becomes available when families withdraw.

**Q: Can I pay for each summer camp session separately?**

A: You can enroll in any session at any time if there is space available. At the time of registration, you must pay in full for all registered sessions to be considered enrolled. Please keep in mind that some locations reach capacity very quickly.

**Q: What's the refund policy?**

A: Refund requests are processed within 7 business days after we receive the refund request form (see our website) from individuals requesting a refund. Credit/debit cards refunds are usually credited back to the card issued within 3-10 business days after we process your request form. Money orders may take up to 30 business days to be sent to the address on file. There is a 10% non-refundable processing fee for all camp registrations. The refund request form can be found on our website.

**Q: If I work for an embassy, what is the fee for camp sessions?**

A: Fees are all the same for DC residents. If you work at an embassy, you may bring in a letter from the embassy to prove residency. If you need to apply for a reduced rate, you will need to bring in proper documentation to prove income as stated above (i.e. tax forms, pay stubs, etc.).

**Q: When is the last day to cancel a session?**

A: To receive a refund, minus the 10% registration processing fee, a refund request form must be submitted by the dates on Page 5

**Q: Can I only register and pay for one week in a session?**

A: No, you must pay for a full session regardless of how many days or weeks you plan to have your child(ren) attend. For example, if you register for a two-week Little Explorers session but your child(ren) can only attend one week, you must pay the full fee in order to register. We do not prorate our fees.