

Policies & Procedures

Riverfield Country Day School offers 12 weeks of summer camps for students entering 1st-12th grades in the 2024-25 school year. A summer calendar is found on the back cover of this catalog.

HOW TO ENROLL

1. SET UP FACTS ACCOUNT (Newly enrolled families only)

If you have a FACTS account with us, you can skip this step. We use FACTS Management for all of our billing. Please call the school at 918-446-3553 to submit your information needed to set up your account. Payment of registration fee, deposit, and weekly camps can be paid by check, cash, or online via FACTS. You will receive instructions for accessing your FACTS account once it has been created.

2. FILL OUT CAMP ENROLLMENT FORM INCLUDING LUNCH AND/OR EXTENDED DAY

Lunch should be added to the Camp Enrollment Form at the time of enrollment. See the Camp Enrollment Form for weekly prices. Lunch is not available on a per day basis. The summer lunch menu will be posted on the school website by month. It can be found at www.riverfield.org.

Weekly camps are 8:30am-3pm unless otherwise specified. Riverfield offers extended day options for campers from 7:45am until camp begins or from the end of the camp day to 5:30pm for an additional fee. See Camp Enrollment Form for weekly prices. Before and/or after care should be selected on the form at the time of enrollment.

3. SEND IN CAMP ENROLLMENT INCLUDING REGISTRATION FEE AND DEPOSIT

Camp Enrollment Forms must be turned into the front desk at the main building. Enrollment forms will be date stamped and campers will be enrolled in the order in which their enrollment form was received. Emailed enrollment forms will not be accepted this year.

Riverfield Country Day School
2433 W. 61st St.
Tulsa, OK 74132



ENROLLMENT IS NOT COMPLETE UNTIL WE HAVE REGISTRATION FEE AND DEPOSIT.

The \$50 registration fee is a non-refundable annual administrative fee per camper. Students already registered for the 2024-25 school year do not need to pay this fee as the registration fee paid during online enrollment covers summer as well.

Each camper must have a \$250 deposit on account. If you are enrolled for the 2024-25 school year, you already have a deposit on account. If your student has attended Camp Raven before and you did not apply the deposit to your last payment, you may already have a deposit on account. Email Kristy Busenburg at kbusenburg@riverfield.org to check.

Once you have received the final invoice for your camp(s), you can request the deposit be applied to your final summer payment by emailing Kristy Busenburg at kbusenburg@riverfield.org.

CONFIRMATION OF SUMMER ENROLLMENT will be sent by email. With this email, you will also receive a summer information sheet and an Emergency Form to be completed for each student. Current students do not need to complete a new Emergency Form unless there is an update.

CAMP TUITION PAYMENT SCHEDULE

Camps will be charged the first day of each camp week. Camps should be paid upon receipt of invoice unless you have set up Auto Pay in FACTS, which will draft the payment on the due date (see below.)

You will receive emailed invoices from FACTS the first day of each camp for tuition, Extended Day, and/or lunch. For your convenience, you can set up Auto Pay with FACTS, so invoices will be drafted from your bank account or charged to your credit card (including a 2.95% service fee for credit or debit cards) on the invoice due date. Let us know if you are a summer-only family and want to set up Auto Pay (others are offered Auto Pay during school year registration).

If you do NOT set up Auto Pay, you should manually make the payment in FACTS using a bank account or credit card. A late payment fee of 5% of any past due amount will be charged on the 1st of each month.

Tuition and fees are non-refundable except for camps canceled due to low enrollment. Riverfield will notify parents as soon as possible if a camp is canceled. The student may then switch to another camp or request a refund.

No cancellations are allowed for any summer camp after May 1st. No refunds will be given after that date. Requests for changes in enrollment will incur a \$25 fee per change. Fee must be paid when request is submitted. Registration is processed on a first come, first served basis. No refund is given for absences.