

Registration

1. Must pre-register for all recreation programs.
2. Class/program sizes are limited & filled on a 1st come 1st serve basis.
3. **Participants are not registered until all fees are paid or assistance has been arranged.**
4. Complete payment must accompany registration.
5. If financial assistance is needed, limited scholarships are available. (See scholarship policy)
6. Registrations received after any established deadline, either by mail or in person, will be assessed a late fee of \$10 and accepted according to space available.

Scholarship Donations

If you wish to contribute an extra dollar or two, your donation will help a child to participate in a recreation program that could not do so otherwise. Please indicate the amount of your donation on a registration form.

Scholarships

1. Scholarship requests must be made in writing by filling out a scholarship application.
2. Requests must be submitted with sufficient time for review and to meet any deadline.
3. Scholarships are awarded on funds available and on a need basis, which is determined by the scholarship application and a scholarship committee.
4. Scholarship preference is given to applicants who have not requested a scholarship within the past 12 months.

Refund/Credit Policy

1. No refunds given for fees less than \$20.
2. No refunds given for requests made less than two full weeks prior to the start date of any class, program, or session; this is due to the fact that expenses will have already been incurred or in process due to staffing, supplies and/or field trips.
3. No refunds given for circumstances beyond our control such as, but not limited to, natural disasters, acts of war, terrorism, or epidemics.
4. Requests made two full weeks prior to the start date of any class, program, or session; a full refund will be issued minus a \$10 administration fee or a full credit will be issued with a six month expiration date.
5. Requests due to emergencies will be determined by the number of days registered for minus the days missed. Emergencies such as an illness or injury accompanied by a doctor's note, loss of employment, or a death in the family will qualify as an emergency.
6. Emergency requests after 14 days of a missed class, program, or session – No refund/credit given.
7. If a class or program is cancelled by the Recreation Department 100% refund/credit will be given.
8. No refunds/credits given for leaving early or coming late.
9. Credit card refunds will be made only to the same card used for the original transaction minus a \$10 administration fee.
10. Rollover credit/refund allowed for Youth Camp programs with advanced notice and according to parent packets.
11. The credit certificate must accompany a registration form to be valid.

E-Mail Distribution List

If you would like, we can add your e-mail address to our distribution list. We will use your e-mail address to send out periodic notices of upcoming activities or special announcements. We will not share your information with others. To utilize this service call Emily at 758-7975.