

Registration for all 2009 Winter/Spring Programs begins **November 30 – Online** **December 1 – Walk-In/Fax/Mail**

Registration for these programs will end the first day of scheduled class or when the class has reached enrollment limit.

It is not our policy to pro-rate classes.

To register, fill out registration form(s) completely. All program registration is done on a first-come, first-served basis.

Incomplete or inaccurate registrations will be returned without being processed. **PLEASE REMEMBER THAT A SIGNATURE IS NECESSARY ON EVERY FORM!**

Activities and programs have minimum and maximum enrollments. Registration is required before the first class meets. This enables us to notify you if the class is cancelled due to insufficient enrollment or of any changes in class time and/or location. Transfer or refunds may be issued if a class is canceled.

WITHDRAW/TRANSFER/REFUND POLICY

Lawrence Parks and Recreation reserves the right to cancel or combine any program due to lack of enrollment.

If someone wishes to withdraw/transfer from a class/activity/program, notification must be done at least 5 business days (Monday –Friday) prior to the start of the class/activity/program. A household credit will be provided in the full amount of the fee charged at the time of enrollment for those withdrawing from a class/activity/program at least five days prior to the start of a class/activity/program. Withdraws/transfers within the 5 days prior to the start date of a class/activity/program may be granted on a case by case basis by the Recreation Supervisor, if the class/activity/program doesn't fall below the minimum number of participants needed to hold a class (minimums provided in course description in Activities Guide) or if class waiting list exists for the class/activity/program.

Transfers will be granted without additional fees. A \$10 processing fee will be assessed for those wanting a refund. Refunds will not be granted without authorization of the Division Supervisor.

Parks and Recreation does NOT pro-rate classes or activities except in the event of a medical emergency or illness arising mid-season. A pro-rated refund will be issued if a doctor's note is received within two weeks of the first class, provided that 1/3 of the program has not transpired.

Waiting lists will be formed when programs are filled. A fee will NOT be assessed unless contacted by Parks and Recreation when space becomes available. Those who are not contacted should not attend the class. Every attempt will be made to accommodate people on a waiting list.

Both adult and youth sport registration deadline policies state teams will be formed at the time of the deadline date, according to the number of registrations that have been received. Late registrations will be accepted ONLY to fill those teams or leagues that have not reached their maximum capacity. For Adult Sports, no new teams will be formed once league schedules have been distributed. For Youth Sports, late registrants will not be guaranteed placement on the same team as other participants from the school they attend. All late registration fees noted on sport registration form apply.

Due to supervision and insufficient space, children are not allowed to accompany parents/guardians to adult classes unless specifically noted in the class description.

If enrolling more than one child in a parent participation class, please contact Jo Ellis, recreation program supervisor, for more information at 832-7930.



