

# Registration Information

- Complete form in full.
- Check class number, fees, and totals. Incomplete registrations cannot be processed—full payment must accompany registration.
- Write one check per program.
- Make your check (s) payable to the **Jefferson County Parks & Recreation Commission (JCPRC)**.
- **A \$20 fee will be charged for all returned checks and declined credit cards.**
- There is a \$5 late fee if registration is not received by 2:00 p.m. the Friday before the session starts. JCPRC is not responsible for lost, late, or misdirected mail.
- Register at least two weeks prior to the first class. Some programs fill up quickly and registration may be cut-off before the program start.
- Registration is for the program, not attendance—no make-ups, refunds or credits for missed classes.
- No registrations can be approved/taken by an instructor or coach.
- Programs may be cancelled due to insufficient registration, school closings, or inclement weather. Call (304)728-9044 in the case of inclement weather. **PROGRAMS NOT MEETING A MINIMUM ENROLLMENT 7**

**DAYS PRIOR TO CLASS START DATE WILL BE CANCELLED.**

- Wait lists are taken for full classes. You will **ONLY** be contacted if a spot becomes available.
- **MARK YOUR CALENDAR. NO CONFIRMATION OR REMINDERS WILL BE SENT.** You are only notified if there is a problem processing your registration or if the class is cancelled.

**MAIL IN/DROP OFF REGISTRATION**

Jefferson County Parks & Recreation  
 Sam Michael's Park  
 235 Sam Michael's Lane  
 Shenandoah Junction, WV 25442

**THINGS TO KNOW!**

- It may take up to four weeks for your check to be processed after the program start—make a note in your check register.
- The JCPRC reserves the right to take pictures at all events and programs. Pictures may be displayed in future brochures and web publications.

**ATTENTION PARENTS**

- JCPRC instructors or staff are not responsible for your child prior to or after class time.
- It is the responsibility of the parent/guardian to notify JCPRC staff of any medical conditions/special needs of a child prior to the start of class.

- The JCPRC has a discipline policy for recreation programs/facilities. In the event the participant is asked to leave a program/facility, no refund will be issued.

**AGE POLICY**

- Program participants must be the advertised age for a program before the program ends.

**REFUND POLICY**

- **After initial registration, refund requests must be submitted in writing at least five working days prior to the start of the program and are subject to a \$10 service charge.** No refunds or credit will be given less than five days prior to the class start or after a program has begun—**NO EXPECTATIONS.** Monetary refunds will only be given due to the department's cancellation of a program. If insufficient registration causes a program to be cancelled, participants will receive a REFUND or CREDIT in the mail within one month of the program cancellation. For any program fee under \$10 no refunds will be processed, only credit letters.

**SCHOLARSHIPS**

- Scholarships are available for some programs. Contact JCPRC at (304) 728-3207 for more information.

**The JCPRC asks that you please write ONE-CHECK PER PROGRAM.**

<b>PARENT</b>					<b>HOME</b>	( )	
<b>ADDRESS</b>					<b>WORK</b>	( )	
<b>CITY</b>		<b>STAT</b>		<b>ZIP</b>		<b>CELL</b> ( )	
<b>EMAIL</b>	_____@_____						
<b>EMERGENCY CONTACT</b> (not yourself—this person will be contacted IF we	<b>Name</b>					<b>Phone</b>	( )
	<b>Relation</b>	Parent Friend	Grandparent Neighbor	Aunt/Uncle			
<b>PARTICIPANT NAME</b>	<b>Age: DATE</b>	<b>PRO-</b>	<b>CLASS TITLE</b>		<b>T-SHIRT SIZE</b>	<b>FEE</b>	
	/ /					\$	
	/ /					\$	
	/ /					\$	
	/ /					\$	
T-shirt sizes: YXS (2-4) YS(6-8) YM (10-12) YL (14-16) AS(34-36) AM (38-40) AL(42-44) AXL(46-48) AXXL(50-52)						<b>TOTAL DUE</b>	\$
<b>PAYMENT OPTIONS</b>	<b>For Office Use</b>		Credit Cards Accepted MC VISA (min. to charge \$25)				
	Cash	Check # _____ MO					
	Gift Cert	Credit Ltr. \$ _____					
<b>Please sign below</b> to authorize your child to participate in the above listed classes			Credit Card Authorization Signature:				
I, _____ acknowledge that I have read and fully understand the information on registration guidelines and the refund policy. I realize inherent risks could be involved in these programs. Therefore, I shall not hold the JCPRC or its employees liable for injuries that might occur during these supervised programs.							