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 at least 2 business days before the program starts. JCPRC is not responsible for lost, late, or misdirected mail.**
- 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 14 DAYS PRIOR TO CLASS START DATE MAY 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.

REGISTER ONLINE

Register online for programs at www.jcprc.org. A convenience fee will be charged for online reservations and registrations.

FAX

(304) 728-9746

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 EXPECTIONS. 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.

PARENT			**D.O.B.:** / /			**HOME**	( )
ADDRESS						**WORK**	( )
CITY		**STATE**		**ZIP**		**CELL**	( )
EMAIL	@						
EMERGENCY CONTACT *(not yourself – this person will be contacted IF we cannot reach the person listed above.*	Name		Relation:				
	Allergies/ Medical Con.					**Phone**	( )

PARTICIPANT NAME	Age: DATE OF BIRTH	PROGRAM #	CLASS TITLE	T-SHIRT SIZE *(if applicable)*	FEE
	/ /				$
	/ /				$
	/ /				$
	/ /				$
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)				**TOTAL DUE**	$

PAYMENT OPTIONS	For Office Use	Credit Cards Accepted MC VISA DISCOVER AMX
	Cash Check #_____ MO Gift Cert Credit Ltr. $_____	EX
Please sign below to authorize your child to		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.