



# RIM OF THE WORLD RECREATION AND PARK DISTRICT REGISTRATION INFORMATION AND PROCEDURES

## GENERAL INFORMATION

- Except where noted, you must be pre-registered prior to attending your first class.
- Registration will not be taken in classes.
- There will be a \$35 service charge for all checks returned from the bank.
- Make checks payable to: **ROWRPD**
- You must bring your receipt to the first-class meeting of **each month/session/class/practice, etc.**

## WAITING LIST

- Once a class is filled, a waiting list is established.
- If we cannot place you during registration, your name is placed on a waiting list on request.

## CLASS/PROGRAM RECEIPTS

- You must bring your class or program receipt to the first class or program meeting of each month. They are emailed to you if you register online.
- Mail-in registration receipts will be returned in your self-addressed, stamped envelope, if we don't have one, we will not mail out receipts

## CANCELLATION/REFUNDS

- The District reserves the right to cancel the program if participation is low and the minimum number is not met.
- Full refunds will be processed should a program be cancelled by the Park District.
- There will be no refunds or credits for missed or cancelled classes due to non attendance, snow days, weather, illness, removal from the program due to misconduct, etc.
- Refunds will incur a \$25 Refund Service Fee.
- All refund request must be submitted in writing and received before the deadline and/or before the first class/program meets, unless otherwise stated. Request can be submitted to [info@rim-rec.org](mailto:info@rim-rec.org).
- After a class or program has started no refunds are allowed.
- No registration transfers or credits are allowed before or after a program has started, unless approved by an instructor or Park District staff member.
- All transactions must take place during District business hours and be conducted by District staff members.

## ONLINE REGISTRATION

- Visit our website for convenient online registration at: [www.rim-rec.org](http://www.rim-rec.org)
- Charter School purchase orders are not compatible with the online registration system; however all participants must have active accounts on the system.
- All Charter School participants must register by mail or walk-in. Please provide the purchase order number and/or a copy of the purchase order along with signed registration form and waiver.
- All registration and waiver forms must be brought into or mailed to the Recreation & Park District office in Rimforest.

## MAIL-IN REGISTRATION

- Mail-in registration forms are available at the Park District office.
- Mail-in a separate check with a registration and waiver form for each class session or program sign-up.
- Mail in registration form with your check or money order to: Rim of the World Recreation & Park District, P.O. Box 8, Rimforest, CA 92378
- Some programs may be excluded from this registration option. Always read program flyer for registration options.

## WALK-IN REGISTRATION

- Walk in registration will be accepted at the Park District office during business hours.
- Some programs may be excluded from this registration option. Always read program flyer for registration options.

## SPORTS TEAM REGISTRATION

- A parent/guardian will be required to sign a Code of Conduct and Code of Ethics for each minor enrolled in each individual sport. Each adult who registers for an adult sport will be required to sign a Code of Conduct and Code of Ethics for each individual sport.

## RULES

- A parent or legal guardian must complete registration and waiver form on behalf of minor participants.
- No food or drinks are allowed in Park District facilities by participants or observers.
- Only Bottled water is permitted in Park District facilities.
- Only registered participants may participate in class programs and or use equipment.
- Observers / siblings must be always supervised by an adult.
- Participants under the age of 18 must be picked up from the program within 15 minutes of the class ending.
- Participants can not arrive at the class more than 15 minutes prior to the start time.
- **Parking Notice:** We ask that all Rim of the World Recreation and Park District participants **DO NOT** park in the Mountain Montessori Preschool Parking or where "No Parking" signs are posted.