

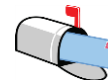
# County Commissioners of Kent County, MD \* Department of Parks & Recreation General Registration Policies

Walk-In



KentParksAndRec.org (nominal processing fee)

Mail-In



- 1) Please complete 1 (one) registration form for each participant only if mailing registration. A form is not necessary if registering online (if online registration is available for the program) or in person.
- 2) Registration is accepted on a “first come” basis.
- 3) We reserve the right to cancel or alter programs that do not meet registration requirements.
- 4) **Refunds will not be issued for trips** unless the trip is full and we are able to resell your package to another individual or the trip is cancelled and cannot be rescheduled. Resale is from an official waiting list.
- 5) Refunds for all other programs are subject to a \$5 processing fee and may take up to 2 (two) weeks to process.
- 6) Registration fee must accompany the registration form. If applying for a scholarship, an application with all required supporting documents must accompany registration.
- 7) You may also be required to fill out additional forms depending on the program; they will be emailed to you after we receive your initial registration form.
- 8) Advance registration for programs is required since most class program sizes are limited. Registration is not accepted by phone, fax, or email.
- 9) Parents must arrive no less than five minutes before the program closing to pick up youth program participants.
- 10) When school is closed or closes early, all youth programs are cancelled. Adult programs are generally open, but in some circumstances may be cancelled if weather is related to the closure.
- 11) In the event a program is cancelled on the day of the program, due to weather you will be **contacted by email** whenever possible at the address(es) provided. Individual phone calls will not be made unless you did not provide an email address. In the event a program is cancelled for any reason other than the weather, you will be contacted by phone only if a read receipt for an email notification is not received in a timely manner. Program participants must always be prepared to call the Weather Hotline if weather is questionable.
- 12) We reserve the right to:
  - Cancel a program for any reasonable cause.
  - Deny registration or entry into a program when deemed necessary to assure public safety.
  - Expel a child from a program with no refund after notifying parent of disciplinary problems.
  - Photograph programs and participants for publicity purposes.
  - Adjust any of the program details printed in the activity guide/newsletter, flyers, and/or registration forms (including fees, locations, instructors, times, days, and dates).

**Have Questions? Please call 410-778-1948 or email [info@KentParksAndRec.org](mailto:info@KentParksAndRec.org).**

If the weather is questionable and you are uncertain if a program will be held, please call the  
Weather Cancellation Hotline ~ 410-810-3755 or  
visit [KentParksAndRec.org](http://KentParksAndRec.org) or [Facebook.com/KentCountyCommunityCenter](https://www.facebook.com/KentCountyCommunityCenter)

**SCHOOL YEAR ANNOUNCEMENTS (SEPTEMBER - MAY):** In general, if Kent County Public Schools (KCPS) are closed, close early, or cancel evening programs, all programs at public school sites are closed. Kent County Parks and Recreation (KCPR) youth programs at the Kent County Community Center (KCCC) and KCPR facilities are closed when county facilities remain \*open. KCPR adult programs at county facilities (Community Center) will be open when county facilities remain \*open.

If KCPS are one hour or 90 minutes late, morning programs will be open. If KCPS are two hours late, morning KCPR programs will be closed. These general policies do not necessarily apply to programs offered by private vendors (please refer to program description) at the Community Center as they determine their opening and closing schedules when the Community Center remains \*open on a normal operating schedule when there is inclement weather.

**\*All programs are closed when the Snow Emergency Plan or the State of Emergency Plan is in effect, however, should a Plan(s) be lifted by 2 pm, evening adult programs will generally be open. In consideration of other factors, programs may be cancelled. This will be determined on a case by case.**

**\*Morning and Afternoon adult program status is TBD pending Kent County Government opening.**

**WEEKEND/SUMMER ANNOUNCEMENTS:** In general, announcements for weekend and/or summer programs and events held at the KCCC or a KCPR facility are posted by 8 am on the day in question. Decisions for programs with a start time before 8 am will be posted by 10 pm the night before.

11041 Worton Road ~ P.O. Box 67 ~ Worton, MD 21678 ~ 410-778-1948 ~ [KentParksAndRec.org](http://KentParksAndRec.org) ~ [Facebook.com/KentCountyCommunityCenter](https://www.facebook.com/KentCountyCommunityCenter)