

County Commissioners of Kent County, MD * Department of Parks & Recreation

11041 Worton Rd., P.O. Box 67, Worton, MD 21678 * info@KentParksAndRec.org

KentParksAndRec.org * [Facebook.com/KentCountyCommunityCenter](https://www.facebook.com/KentCountyCommunityCenter)

General Registration Policies / Delayed Opening & Closing Guidelines

Walk-In



Register Online go!



Mail-In

https://apm.activecommunities.com/kentparksandrec/Home?fbclid=IwAR2TqtE1V3UH6KWX_TupivYJ67DNVmp1IUtx4EwB5QaHkxyIPiUnqzaik

- 1) Registration is accepted on a first come first served basis.
- 2) Unless noted otherwise, fees listed are for Kent County residents. Non-residents will be charged a non-resident fee.
 - a. KCPR reserves the right to require proof of identity-name, residency-address and age
 - b. Acceptable forms of proof documents are outlined on the reverse side
- 3) Advance registration is required as most program sizes are limited. Generally, registration is not accepted by phone, fax, or email. In special circumstances for events or as announced, phone registration may be accepted if noted is acceptable in the program/activity information.
- 4) A late fee may be applicable if registration not completed by the deadline.
- 5) Registration fee must accompany the registration form for mail in registration. Forms are located at <http://www.kentparksandrec.org/publications.php>. If a specific form is not listed for the program/activity, please complete the general registration form and include with payment.
 - a. If applying for a youth scholarship, an application with all required supporting documentation must accompany registration.
- 6) One registration form is required for each participant (*only if mailing registration*). Paper form is not necessary if registering online (if online registration is available for the program) or in-person (unless additional forms are required for the program (i.e. summer camps)).
- 7) You may be required to fill out additional forms depending on the program; and if so, they will be emailed to you after we receive your initial registration.
- 8) Depending on the program or activity, as noted in the printed or online information, some programs or offerings may require enrollment or processing only during administrative staff hours, 8:30 am - 4:30 pm, Monday through Friday (excluding holidays).
- 9) Payments shall be payable to County Commissioners of Kent County. Payments returned unpaid by your financial institution are subject to a \$25 insufficient funds fee which is immediately due along with the original unpaid fee. Repayment must be by cash or money order only if originally made with a check and must be remitted as two separate payments (one for the insufficient funds fee and the other for the original program/activity fee).
- 10) Online registration requires a nominal processing fee for the convenience of online credit card and electronic check payments. To register online, please visit https://apm.activecommunities.com/kentparksandrec/Home?fbclid=IwAR2TqtE1V3UH6KWX_TupivYJ67DNVmp1IUtx4EwB5QaHkxyIPiUnqzaik. You will be required to create an online account before registering for a program (if you have never registered for a KCPR program online and you do not already have one). Please do not create a new account if you have registered online for a KCPR program/activity in the past - contact the KCPR office if you need assistance with your account or password reset. Online registration is generally not available for programs/events with a one-time or daily drop-in fee (unless noted otherwise in the program description).
 - a. Some programs allow registration to be completed online without submitting payment when registering. If this option is available, you will be required to submit full payment via mail or in-person within (3) days of registering but no less than (3) days from the program start date. Payment is required to be made online if registering less than (3) days from the program start date.
- 11) *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. If you wish to transfer your registration to someone you know, please inquire.
- 12) Refunds are subject to a \$5 processing fee and may take up to (2) weeks to process.
 - a. Full refunds issued if the program/activity is cancelled.
- 13) When Kent County Public Schools (KCPS) are closed or close early, all KCPR youth programs/activities are cancelled. Adult programs/activities are generally open, but in some circumstances may be cancelled if weather is related to the closure.
- 14) Patrons are required to sign up to receive alerts from our Rainout Line Alert Notification Platform for notifications for program/activity cancellations and changes due to weather or any other reason. **KCPR *does not* make individual contact to program participants for program closings/changes/updates** to the public for weather closures/cancellations for the Kent County Community Center (KCCC), Parks & Recreation/Office (KCPR), swimming pools, parks, athletic fields/ball diamonds, events and more! The **Rainout Line platform pushes updates out via *text message, email, on Facebook and on our website**. An app is available to download on smart devices and a call-in **hotline (410-429-1401)** is also available. Users can select the method they would like to receive alerts by signing up from <https://rainoutline.com/search/dnis/4104291401>. From there, users can easily select one or more methods to receive alerts (left menu of page). Once signed up, individual alerts can be selected to be received by facility or receive them all - it's completely up to the user. ***Text alerts are limited to 140 characters so the full alert may not be displayed and may need to be viewed using another method.**
- 15) KCPR reserves the right to:
 - *Cancel or alter a program/activity that does not meet minimum registration requirements or for any reasonable cause (including emergencies).*
 - *Deny registration or entry into a program/activity when deemed necessary to assure public safety.*
 - *Expel a participant from a program with no refund after notifying participant/parent or guardian of ongoing issues or concerns.*
 - *Photograph programs and participants for publicity and archiving purposes.*
 - *Adjust program/activity details published on our website, schedule of programs/activities, flyers, and registration forms (including but not limited to, fees, locations, instructors, times, days, and dates).*

~Questions? Call 410-778-1948 or email info@KentParksAndRec.org (8:30 am - 4:30 pm, Monday-Friday, excluding holidays)~

SCHOOL YEAR (SEPTEMBER - MAY) PROGRAMS DELAYED OPENING & CLOSING GUIDELINES: 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 cancels after school or evening activities **due to weather**, or any other reason, all KCPR programs at **all** locations are closed.

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.

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

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 relative factors, programs may be determined to remain open or be cancelled when Emergency Plans are in effect and will be determined on a case by case.*

WEEKEND/SUMMER PROGRAM DELAYED OPENING & CLOSING GUIDELINES: In general, and whenever possible, 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 generally be posted by 10 pm the night before (whenever possible).

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Department of Parks & Recreation



PROOF OF IDENTITY, RESIDENCY AND AGE GUIDELINES

Department fees are based on residency, with Kent County resident fees and non-resident fees as listed on printed information, on our website and online through ActiveNet (our online registration program). Non-residents will be required to pay a non-resident fee.

KCPR reserves the right to require proof of identity-name, residency-address and age for patrons whether a resident or non-resident. Patrons who do not provide proof documentation will be denied participation. Patrons who indicate they are a Kent County resident and do not provide proof of residency-address (if requested) will be required to pay the non-resident rate.

Shared Kent County and Queen Anne's County Zip Code: KCPR will confirm the street name of all addresses with a 21620 (Chestertown) or 21651 (Millington) zip code to confirm the appropriate rate is applied. Patrons with a Chestertown or Millington address/zip code who reside in Queen Anne's County will be required to pay the non-resident fee. If registration is completed and processed at the resident rate and it is later determined that the non-resident rate should apply, additional charges (the difference between the resident rate and non-resident rate) shall be immediately due upon discovery of the discrepancy. Failure to pay any additional charges by the advised deadline will result in cancellation of the registration and a refund (minus a \$5 processing fee) will be issued. The non-resident rate will not be adjusted if a non-resident becomes a resident after payment is completed.

Proof of Identity-Name/Kent County Residency-Address/Age Documents Required

- If requested to provide documentation of proof, the number of documents required are:
 - ❖ (2) proofs of identity-name (one of which must contain a photo):
 - If requested **for patrons under the age of 18** and a parent/guardian is **unable to provide an identity-name document with a photo**, the parent/guardian may first prove their identity-name, then shall be permitted to present the child's birth certificate or US Passport as proof of identity-name. In this case, only (1) proof document will be required.
 - ❖ (2) proofs of residency-address;
 - If requested, **Kent County residents** will be required to provide **(2) proof of residency-address** documents to maintain the resident rate. If proof is not provided by the advised deadline, the non-resident rate will apply and additional charges (the difference between the resident rate and non-resident rate) shall be immediately due. If additional charges are paid, the fee will not be adjusted if a patron requests to provide proof of Kent County residency later. There will be no exceptions.
 - If requested, **school age residents under the age of 18** will be required to provide **(1) proof of residency-address** document. If proof is not provided by the advised deadline, the non-resident rate shall apply and additional charges (the difference between the resident rate and non-resident rate) shall be immediately due; and
 - ❖ (1) proof of ***age

Acceptable Proof of Identity-Name and Proof of Residency-Address Documents:

- ✓ Valid US Passport of Passport Card (issue date after 2018 otherwise another form of proof required)
- ✓ Driver's License
- ✓ ID Card (issued by federal, state, or local government agencies, provided it contains a photograph, or information such as name, date of birth, gender, eye color and address)
- ✓ Current or Final Quarter School ID (with a photograph)
- ✓ Voter's Registration Card
- ✓ US Military Card or Military Dependent's ID Card
- ✓ Vehicle Registration or Insurance Card
- ✓ Kent County Property Tax Bill
- ✓ Utility Bill
- ✓ Residential Lease Contract/Agreement
- ✓ School Report Card (school must be in Kent County to meet residency requirement and the report card must be for the current or final quarter)
- ✓ Letter from Kent County, MD Agency Verifying Public Assistance/Services Received (child's name and date of birth must be listed if applicable for verification for children under 18 years of age)
- ✓ Clinic, Doctor or Hospital Record (for verification for children under 18 years of age only; name must be typewritten)

Acceptable Proof of Age Documents:

- ✓ Current or Final Quarter School Report Card
- ✓ Current or Final Quarter School Photo ID
- ✓ Birth Certificate
- ✓ Valid US Passport of Passport Card (issue date after 2018 otherwise another form of proof required)
- ✓ Driver's License
- ✓ ID Card (issued by federal, state, or local government agencies, provided it contains a photograph, or information such as name, date of birth, gender, eye color and address)
- ✓ Voter's Registration Card

*****Documents will be reviewed, verified and immediately returned. KCPR will not keep documents.*****