

REGISTRATION FORM

REGISTRATION POLICIES

- All course fees must be paid at the time of registration.
- Registrations are not accepted at program site unless stated.
- We reserve the right to cancel programs if needed. Full refunds will be issued if a class is cancelled by the City.
- Waiting lists will be started if classes fill. Additional or expanded classes may be formed if possible.

Withdrawal/Transfer Policies

- Class transfers are available and must be made no less than **one full week** prior to the first class.
- Withdrawal/refund requests must be made no less than **one full week** prior to the first class.
- Exceptions are made for serious illness or injury (Doctor's note required).
- A \$5 service fee is retained on each withdrawal/refund request.
- Withdrawals are only accepted by calling 763-509-5200. Faxed or emailed requests will not be accepted.
- There are no refunds for missed classes or for withdrawals after the stated full week policy.

Weather Policies

- Programs may be cancelled due to inclement weather.
- Call 763-509-5205 or visit www.plymouthmn.gov for weather cancellations.
- Classes held at schools are cancelled only if that school closes.

Financial Assistance

- Financial assistance application forms are available at: www.plymouthmn.gov or by calling 763-509-5200.
- Program financial assistance dollars are available to assist families with children who meet income guidelines.
- Funds are available to Plymouth residents only and only for children under 18 years of age.
- Plymouth residents qualifying for assistance may purchase eight reduced price LifeTime passes per year at the Plymouth Parks & Recreation office (\$3 for adults and \$1 for children).

What should you do if you think your child has a concussion?

Seek medical attention right away. Keep your child out of play so the concussion can heal. If your child is participating in sports, tell the instructor of any recent head injuries. For symptoms or additional information on concussions, visit www.plymouthmn.gov.

HOW TO REGISTER

Online Registration: www.plymouthmn.gov

Available at 12:01 am (first day of registration)

- Use your Participation # and Family PIN to register online.
- Pay with VISA, Discover, American Express or MasterCard.

Office Hours: Monday-Friday, 8 am – 4:30 pm

In-person Registration (during office hours)

3400 Plymouth Blvd; Plymouth, MN 55447

Phone: 763-509-5200 (during office hours)

Pay with VISA, Discover, American Express or MasterCard

Mailed Registrations (during office hours)

3400 Plymouth Blvd; Plymouth, MN 55447

REGISTRATION FORM

Name of Main Contact _____

Street Address _____

City _____

Zip _____

Home Phone () _____

Cell Phone () _____

Email Address _____

Allergies/Special Needs _____

Liability Waiver: In consideration of your accepting this entry, I state and affirm that participation in the above program(s) is voluntary. I understand that the program(s) are not an essential service provided by the City; that certain risks are inherent and that these risks, anticipated or unanticipated, may result in injury or damage to persons and/or property. I hereby assume all risks in connection with the program(s); agree to hold the City or anyone acting on behalf of the City harmless and waive any right to make claims or bring lawsuits for any injuries or damages related to the alleged negligence of the City. This waiver does not apply to any injuries or damages that are a result of willful, wanton or intentional misconduct by the City or anyone acting on behalf of the City.

Photo Waiver: I understand that the City may use photographs taken at its programs that picture me or my dependents for publicity purposes.

Participant's Name	Birthday	Gender	Course #	Course Name	COST
		M / F			
		M / F			
		M / F			
		M / F			
		M / F			
		M / F			
		M / F			
		M / F			

Payment Type: Check Credit Card

Total Amount Due _____

To receive a receipt, please include email address.

Credit Card _____

Exp Date _____

SIGNATURE _____

DATE _____

Please return registration form and payment to: **Plymouth Parks & Recreation, 3400 Plymouth Blvd, Plymouth, MN 55447**