

HOW TO REGISTER

Online OR Phone It In: Go to cctrecpark.org. Click the appropriate Program Guide icon (lower left corner) and view the pdf or print it out. You may continue on to our Registration Site by choosing the words, "Online Program Registration & Payment" where you can view all listings by category with their respective descriptions, add program(s) to your cart, and follow screen instructions to complete your transaction. Payment must be made at time of registration (Visa, MasterCard, Discover) -OR- call R&P 410-386-2103 Monday-Friday 8am-5pm, using your credit card. All online and phone registrations are processed immediately and payment confirmation is sent via email.

Mail It In: Complete registration form and mail along with your check (payable to Carroll County Commissioners) to address noted on the bottom of the form (NO cash/credit card payments via mail). Provide all information requested on the form to ensure prompt processing. No confirmation will be sent; your canceled check is your receipt.

Walk It In: You may register in person Monday-Friday 8am-5pm with cash, credit card, or check payment at Carroll County Department of Recreation & Parks, located in the Robert Moton Center, 300 S. Center Street, Westminster.

Registrations of all types (phone, online, mail, or in person) are processed in the order in which we receive accurately completed forms and correct fees.

EARLY BIRD DISCOUNT*: Sign up early and save! A discount of \$5 is available for course registrations (*only where applicable) postmarked, hand delivered or registered online no later than November 27, 2018. *Note the exceptions printed with each course or program section.

SENIOR DISCOUNT*: Carroll County citizens who are 60+ years of age are offered to use up to a 20% discount (rounded down to the next whole dollar, i.e., \$5.60 would be a \$5 discount) on course registration fees (*only where stated applicable) if they are the participant of the course. *Note the exceptions printed with each course description or program section.

**You may apply only one discount. Not offered for Bus Trips, Adaptive Recreation, and Nature Center programs.*

SENIORS IN ACTION MEMBER DISCOUNT: Special discounts are offered for some bus trips for active SIA members only - you MUST call in to register to take advantage of this discount. If you would like to join SIA, it is just \$10 (annual fee).

INCLEMENT WEATHER POLICY: When the Carroll County Public Schools are closed or close early due to weather or other emergency conditions, all Carroll County Recreation & Parks programs are also canceled for that day. For weekend/non-school days, once the Snow Emergency Plan is in effect for Carroll County, no Recreation & Parks activities take place. Visit the state weather website: www.eharr.state.md.us/StormInfo/snow_emergency_plans.asp. Should the "Plan" be lifted any time during that day, all activities remain canceled for that day. Program registrants of programs listed in this guide will be contacted once make-up dates are established.

CELL PHONES: As a courtesy to other participants, we respectfully request that program registrants make every effort not to use their cell phones during classroom instruction, while riding on buses, participating in guided tours, etc.

REFUND POLICY

Programs & Pavilion: All refund requests must be submitted in writing, at least 10 days prior to the start of the class, unless noted in the description. Requests can be submitted to cctrec@carrollcountymd.gov or mailed to 300 S. Center Street, Westminster MD 21157. Full refunds are only given if a class is canceled or there are extenuating circumstances prior to the start date of the class. **Written requests prior to the start date will forfeit 20% of their registration fee or no more than \$25 for each program/registrant as an administrative fee.** No refunds will be issued for courses meeting only one- three sessions and no refunds and will be given after the second session. Any requests received after the start date will be considered on a case by case basis and prorated. *Refunds for medical reasons must be accompanied by a physician's note. Students with consistent discipline problems will be dropped from class without any possible refund.

Bus Trips: Requests for full refunds must be received by phone/mail/in-person at least one month prior to the start date of the trip unless there is a specific date listed in the course description. After the deadline has passed, there will be no refunds, absolutely NO exceptions, and any tickets purchased are the property of the registrant and is their responsibility to retrieve from the respective destination/location.

CANCELLATION POLICY: Carroll County Recreation & Parks reserves the right to cancel any course at its discretion. In the case of cancellation, a full refund will be issued in 10-14 business days.

FINANCIAL ASSISTANCE: Carroll County Recreation & Parks can provide limited financial assistance to families or individuals of Carroll County who qualify, based on income level. Please contact Jamie Noel at 410-386-2103 for more information and to apply.

SMOKING POLICY: Smoking is **not allowed** in any county, school facility, or county park.

STILL HAVE QUESTIONS? Contact Jamie Noel
Carroll County Department of Recreation & Parks
410-386-2103 jnoel@carrollcountymd.gov

WINTER REGISTRATION FORM



Participant's LAST Name _____ FIRST _____
 Parent/Guardian (if applicable) _____
 Street Address _____
 City _____ State _____ Zip _____
 Phone: Home _____ Work or Cell _____
 Email _____ Participant's Date of Birth _____
 Emergency Name & Number (other than parent above) _____

Waiver of Liability: By my signature below, I acknowledge that there are inherent risks and dangers associated with recreation programs, that Carroll County Department of Recreation & Parks does not provide any registrant medical or hospitalization insurance whatsoever, and therefore, I hold Carroll County Commissioners and their agents harmless from all claims of injury, damage or loss which may result from my, or my child(ren)'s participation in the program/s listed below.

Authorization for Use of Photographic Likeness: I agree to allow Carroll County Department of Recreation & Parks to take and utilize photographic images of the registered individual/s for the purpose of promotion and publicizing of Department programs and/or events. If I prefer to not allow the above registered participant/s to be photographed, I will call 410-386-2103 to register my request.

Signature _____ Date ____/____/____
 Participant's Signature (Parent/Guardian's Signature if participant is under the age of 18)

Program Name	Program #	# Attending	Per Person Fee	Total \$
1.				
2.				
3.				
4.				
Comments/Special Instructions:				
Choose ONE of the following discount options (only if program indicates applicable)...				SUBTOTAL:
Early Bird Discount - pay in full no later than November 27, 2018 and deduct \$5 per course, only where applicable				-
Senior Citizen Discount - deduct up to 20% off of the course fee (round down to next whole dollar), only where applicable				-
GRAND TOTAL				



Please be sure to sign the form above

Make checks payable to **Carroll County Commissioners** and mail to:
Carroll County Department of Recreation & Parks
 300 S. Center Street
 Westminster, MD 21157