

Are you In?

The program will be held at the time and place indicated, and you are enrolled unless otherwise notified.

Registration Deadlines

Registration deadlines are established for each class to help provide a positive experience for recreation program participants by ensuring appropriate staffing, supplies and facilities to meet the registration needs. Please refer to the program descriptions for each program's registration deadline.

If no registration deadline is listed, the deadline is seven days before the program begins.

Wait Lists

Due to facility space and staff limitations, many classes have registration limits. When classes have reached their maximum registration, a waitlist will be started.

You will remain on the waitlist until the class begins. If an opening becomes available due to a cancellation, it will be offered to the first/next person on the waitlist until the opening is filled.

Every effort will be made to create additional class sessions, and you will be contacted if your registration is able to be accommodated. Once the class begins, if we have been unable to accommodate you, we will return any fee(s) paid.

Transfers

Prior to the class start date, Shakopee Parks and Recreation will make every effort to accommodate your request to transfer to another class, however, that may not always be possible. There is a \$5 service fee charged on all class transfers that needs to be paid at the time of request.

We appreciate your understanding when we are not able to accommodate cancellations, transfers or registrations after the registration deadlines.

Missed A Class?

Make-ups for individual missed classes will not be accommodated.

Refund Policy

Registration fees for programs cancelled by Parks and Recreation Department receive a full refund.

If you cancel your registration before the registration deadline, Shakopee Parks and Recreation will refund your registration fee, minus a \$5 processing fee. No refunds will be given if a cancellation is requested after the registration deadline.

Credit vouchers cannot be used when registering on-line for programs.

If you have a credit on your account or have received a program voucher and want to use that as a form of payment, you must register in person or by mail.

Confirmations

You can assume that you are in the class you registered for unless you receive a call to the contrary. We will call you only if:

- The class you have requested has reached its registration limit and you were placed on the waitlist.
- Your second choice was processed.
- Your registration form is incomplete.

For drop-off and mail-in registrations, please provide a self addressed stamped envelope with your registration form to receive a receipt confirming your registration.

HOPE Scholarship Program

Financial aid for qualifying residents with financial limitations is available. For more information please contact Judy Techam at 952-233-9506; Monday –Friday from 8AM-4:00 PM. Applications are valid from September 1-August 30. Requests must be made one week before you plan to register.

What is Inclusion?

The City of Shakopee Parks and Recreation Department is dedicated to:

- Providing opportunities for everyone to be a valued customer and welcomed participant in programs, regardless of ability.
- Providing reasonable accommodations as needed.
- Providing the same choices and opportunities that other residents have.

Inclusion Process:

- Register for the desired program.
- Please indicate the participant's special need on the registration form.
- Contact Brad Eller at 952-233-9507 three weeks prior to the start of the program to discuss strategies for inclusion and for staff to gather information about the participant. You may be asked to complete a confidential intake assessment in order for staff to gain appropriate information about the participant's abilities.

Non-Resident Fee Policy

All participants living outside the city limits of Shakopee, (Jackson Township, Louisville Township, IDS #720, and other surrounding communities) will pay a non-resident fee for recreation programs.

All non-resident participants must pay a yearly non-resident registration fee of \$36. This amount is per person and must be paid when registering for the first time each year. The \$36 is required for city recreation programs as well as city-affiliated associations. Non-resident fees are not applicable to one day events, field trips or adult athletic leagues.

All non-residents must pay the non-resident program fee that is shown under each program description.

Yearly Non-Resident Registration

Non-residents are required to pay the \$36 non-resident fee by registering for the following program when registering for the first time each year. Participants living in Louisville Township and Jackson Township must still register for this program, however, the \$36 will be paid by the township at the end of the year.

Jackson Township Residents :

Program # YNRFJ 2010

Louisville Township Residents:

Program # YNRFJ 2010

All Other Communities:

Program # YNRF 2010

Program Information Line:

952-233-9502

The message will be updated 1/2 hour prior to the start of the program on days of inclement weather.

