

INSURANCE/LIABILITY

By nature, many recreational activities have inherent risks associated with participation. Please be advised that Recreation & Parks (R&P) DOES NOT provide accident or hospitalization insurance for program participants. All participants are strongly advised to have adequate personal coverage. Participation in all Department programs shall be at the participant's own risk.

AGE REQUIREMENT

Unless otherwise stated, the program participant must be the age advertised by the first day of the session they plan to enroll in. Exclusions to this policy are noted in the program description, including, but not limited to, the Great Mills Swimming Pool and Summer Sports Camps.

REFUND POLICIES

Pavilions - To receive a refund, pavilion cancellations must be made, in writing, at least two weeks prior to reserved date, minus a \$25 cancellation fee. No other refunds, including inclement weather, will be considered.

Refunds will not be provided for one-day, one-time programs or events. All sales final.

Any refund less than \$25 will result in a household credit.

Skate Park and Nicolet Sprayground - Refunds will not be issued for cancellations.

Margaret Brent, Leonard Hall, Hollywood and Carver Recreation Centers - To cancel your event and receive a refund you must submit your notice of cancellation in writing at least two weeks prior to the event to SMC Recreation and Parks, P.O. Box 653, Leonardtown, MD 20650 or Fax 301-475-4108. You may also email ken.guyer@stmarysmd.com.

Trips - Unless trips are cancelled by the Department, refunds will not be issued for cancellation.

Trips cancelled due to low registration will receive a 100% refund. Due to the early planning of trips, the cost of the coach bus service could increase slightly. If the fee increases you will be notified upon registration. Passengers under the age of 18 must be accompanied by an adult. Bus trip reservations are final; cancellations will not result in a refund.

HOW TO APPLY FOR A SCHOLARSHIP

St. Mary's County Recreation & Parks is pleased to provide an opportunity for participants to apply for a scholarship. Scholarships are made available through the generous contributions of several local civic organizations and the net proceeds from the department's Scott Verbic Memorial Golf Tournament and other special events throughout the year. The scholarships offered provide qualified individual applicants the opportunity to participate in an activity at a 50% prorated amount off the registration fee.

1. Submit a completed Scholarship Application & Program Registration. www.stmarysmd.com/recreate/register and choose Form F.
2. Provide proof of eligibility and attach to Scholarship Application. (Proof of eligibility includes Free or Reduced Lunch approval form or Independence Card for adults)
3. Currently have residence in St. Mary's County. Only St. Mary's County residents will be considered for scholarship.
4. Payment-50% of program registration fee due with completed application.

WHO TO CALL

Registration/Recreation Program.....	301-475-4200 *1800
Great Mills Swimming Pool.....	301-866-6560
Gymnastics Center.....	301-862-1462
Leisure/Therapeutic Recreation.....	301-475-4200 *1802
School Age Care Programs.....	301-373-5410
Museums.....	301-769-2222
Parks.....	301-863-8400 ext. 3570
Sports.....	301-475-4200 *1830 or *1803
Wicomico Shores Golf Course.....	301-884-4601

INFORMATION LINES

Cancellations.....	301-475-4200 *1840
Pavilion, Facility & Park Rentals.....	301-475-4200 *1800
Skate Park.....	301-737-5670 x 1684
Sprayground.....	301-737-5670 x 1685
Chancellor's Run.....	301-737-5670 x 1687
Field Cancellation.....	301-737-5670 x 1686

ACCOMMODATIONS/INCLUSION

St. Mary's County Department of Recreation and Parks is a strong advocate for people of all ability levels. The Department promotes and protects the rights and choices of individuals and believes that every individual, regardless of ability level, is deserving of satisfying recreational and leisure activities. The Department is pleased to comply with the Americans with Disabilities Act regulations and makes every effort to insure that facilities, programs and services are accessible for all.

How to Request Accommodations

Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please include information regarding your disability and accommodation needed. A two-week notice is required in order for the Department to make reasonable accommodations based on individual needs for successful inclusion.

Minimum Requirements for Successful Inclusion

The basic eligibility requirements for all programs, camps, classes and events are listed below. These basic requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp or class.

- The capacity for each program is based on ratio and logistics. If the maximum enrollment for a program has been met, a participant may be unable to enroll or placed on a wait list.
- Payment is due upon registration. Payments must be received before admission into any program.
- All participants are required to follow the rules of conduct in the parent handbook. An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.
- Must be able to maintain personal care without support of R&P staff or volunteers.
- Participants should meet the prerequisite age/ skills for the class or program (if required for participation).
- Participant should be willing to participate and actively participate in the program the majority of the time.
- Ability to function with or without assistance as a member of a larger group (10 or more people).

Please call the Therapeutic Recreation Specialist for more information on disability accommodations and inclusion services at 301-475-4200 *1802

REGISTRATION

All programs are filled on a first come, first served basis and require pre-registration. Instructors may miss up to two classes without a make up. See "How To Register" below for more information. All programs are subject to cancellation/change and are limited to space availability. R&P will determine the need for class cancellation based on registration received one week prior to the start of class. Participants are encouraged to register early! Weather cancellations can be obtained by calling our cancellation information line for a recorded message of latest cancellations at 301-475-4200 *1840, or check our website at www.stmarysmd.com/recreate and click on Announcements and Updates. You can also click on the Facebook logo for up-to-date information.

HOW TO REGISTER

ONLINE/WEB REGISTRATION – Current households: Who has a household account number? If you or a family member have been previously enrolled in a Recreation and Parks program (Leisure Activities, Gymnastics, Swimming Lessons, Basketball, Indoor Soccer, Child Care or Camps) you have an account. If you do not know your username and password, open the website, click the Register Here Button.

■ If you have an account with us, but you've forgotten your password, click the link and your password will be emailed to you. For security reasons, if you enter an email address that does not match the email address on file, the system will not respond to your request.

If you do not have a response within 2 business days; email the main office directly at ken.guyer@stmarysmd.com or call 301-475-4200 *1800, Monday-Friday 8:00 am - 5:00 pm for phone assistance with your online account. Recreation and Parks advises that you either create your online account or check on the current status of your online account at least two business days before registering for a time sensitive program.

■ **If you do not immediately receive an email receipt then you are not registered. A receipt finalizes your transaction.**

WALK IN - Complete the registration form found on page 5, and bring it to the main office at the Patuxent Building, 23150 Leonard Hall Drive, Leonardtown, MD. Office hours are Monday - Friday, 8:00 am - 5:00 pm. Registrations are accepted on a first come, first served basis. Payment is due at the time of registration. Payment can be made by cash, check, money order, or credit card (Visa or MasterCard).

BY MAIL - Send completed registration form found on page 5 of this Program Guide with a check or money order. Mail to: Recreation & Parks, P.O. Box 653, Leonardtown, MD 20650. An Activity Sales Receipt will be mailed to you confirming your registration. Include name, address, telephone number and driver's license number on your check.

REFUND POLICIES

Leisure, Gymnastics, Swimming Lessons, Tiny Tots, Family Events, Youth & Adult Sports

- A full refund may be obtained if R&P changes the location, time or date of the program which prohibits attendance, or if the department cancels the program due to insufficient registration.
- In case of medical problems verified by a doctor's certificate, a full refund may be obtained if a written request is received in writing prior to the start of class. Partial refund may be considered if you must cease participation during the class due to medical problems.
- A refund minus a \$10 service charge may be obtained if the request is received in writing (2) working days or more prior to the first class/session.
- A refund of 50% of class cost may be obtained if the request is received in writing less than (2) working days prior to the start of the class/session.
- A refund may not be obtained once a class/session/ program has started. Any cancellation request received the first day of class or after will not be accepted.
- Refunds will not be made for ticketed events or amusement parks requiring advanced purchase of tickets.
- No refunds may be obtained for classes that cost \$10.00 or less.
- All refund requests must be submitted in writing to the Recreation Division Manager: jessica.hale@stmarysmd.com
- Rentals require two weeks written notice, minus a \$25 administrative charge. Please see rental policy information for more details.
- Trips are non-refundable; may be transferred to another passenger with advanced written notice and approval of the Recreation Division Manager or Program Coordinator.
- See Summer Camps Parent Handbook for Camp refund policies specific details.
- See School Age Care Parent Handbook for refund policy information.

REGISTRATION

November 27th



Scan the QR code (a 2 dimensional code, also known as a matrix code that can include text, links or other information that can be read by smartphones and some camera equipped cell phones) that will take you to Recreation & Parks Facebook page.