

Policies

Age/Grade Requirement

For all programs the age requirement will be as of the date of the first class unless otherwise specified. The grade requirement will be the grade the participant is currently registered in. Summer programs will be the grade the child just completed. Please do not request or sign your child up in a class he/she does not belong in. All age-grade requirements are set to benefit the participant, make instruction more consistent for the program instructor, and often for the participants safety.

Cancellations

The department reserves the right to cancel, postpone or combine a trip, class, program or youth sport. Point and Pay fees will not be refunded, only the Activity Fee will be refunded if the Recreation Department cancels a program.

Refunds

ALL request must be received in writing.

REFUND DESCRIPTION POLICY

Youth Sports refunds of any kind are not accepted after the Youth Sport printed start date of the of individual sport.

Activity and Trip refunds of any kind are not accepted after the printed registration deadline.

- Participants assume the risk of changes in personal affairs, vacations, or health when they are unable to attend programs. Classes missed for absence are not "made up" nor may participants attend classes other than the one for which they are registered. Fees will be forfeited.
- Persons registered for a program that is cancelled by the Parks & Rec. Dept shall receive a full refund.
- Persons requesting in advance to cancel their registration for any reasons shall receive a refund less a \$10.00 service charge. Point and Pay processing fees, any uniform and late fees assessed, provided that the request for refund is made in writing and received prior to the above Refund Description Policy.
- Refund for trips that require contracted transport involving late arrival/departure and contracted venue reservations will be based on fees assessed to the Village of Vernon Parks & Recreation Department by the contracted agency. We reserve the right to not be held financially responsible for circumstances beyond our control.

Registration Confirmations

Confirmations of Activity registrations will not be mailed. Youth Sports will receive a phone call from team coach prior to published start date. Mailed in and drop-box Village of Vernon Parks & Recreation Department registrations for Activities will receive a receipt of registration if you provide a self-addressed stamped envelope with your registration.

Registration Procedures

- Registration form must be signed by a parent/guardian for participants under 18 years of age, or an adult participant to be valid.

- Payment must be received with registration.
- The Registration Department reserves the right to make final decisions on all program procedures to ensure the quality of all programs.
- The Village of Vernon Parks and Recreation Department reserves the right to remove anyone from our programs for falsifying registration information.

Youth Sports Registration Procedure

- One participant per form.
- New teams will be formed EVERY year.
- Youth sport teams will be organized based on grade level. Teams under 3rd grade will be formed by the Recreation Department. Teams 3rd grade and up will be formed by draft process with coaches.
- Team placement is final once draft is complete.
- You may request one (1) "Team Friend" on your registration form and be received together before the registration deadline to be considered. Multiple name requests will not be reviewed.
- Due to team and practice night selection process, specific practice night requests cannot be reviewed. If our assigned night does not meet your personal schedule, review the Refund Policy if it is necessary to withdraw your registration.
- Must sign Parent & Athlete Agreement.

Lost/Stolen Items

The Village of Vernon is not responsible for personal equipment, clothes, etc. that are lost or stolen during participation in any sponsored activity, sport or trip. Please check the Parks & Recreation Department Office for lost items. After 30 days, items will be donated to charity.

New Program Ideas

The Parks & Recreation Department is always receptive to suggestions for the development of 'new' program offerings. Please feel free to give us a call with your ideas.

Say Cheese!

For program promotion purposes (Parks & Rec Guide, Website, flyers, etc.) photographs may be taken of participants from time to time. If you do not wish to have your photo taken; please notify the photographer and/or class instructor.

Waiting List

There may be instances where class or program that you desire are filled. Please be sure to have your name placed on a waiting list. The recreation department will try to accommodate those on waiting lists by additional classes/programs or through cancellations, etc.

Insufficient Funds Fees

There will be a \$25 service charge on all checks returned as non-sufficient funds.

Insurance/Liability

The Village of Vernon does not provide medical/hospital insurance coverage for people participating in sponsored activities and cannot assume responsibility

for injuries or illnesses that participants may sustain in its recreation programs.

Residency

- For registration purposes, a resident is anyone who lives in the Village of Vernon and pays taxes to the Village of Vernon. Residency is not determined by attendance in the Mukwonago School District.
- Any person residing outside the Village of Vernon is considered a non-resident and will be assessed a non-resident fee.

Non-Resident Fee

The fee for non-resident is \$15.00/child or \$23/family per event. Fee must be included with your registration. In co-op programs the host community non-resident fee will be used.

Late Fee

Registration received after 3:30 p.m. on the deadline date are considered late. *A nonrefundable late fee of \$15.00/child or \$23/family will be assessed.* The Recreation Director will determine the acceptance of late registrations based on program availability, class instructor.

HOW TO REGISTER . . .

WALK IN: Register in person at Village Hall Monday-Friday from 8:00am—3:30pm.

MAIL IN: Send completed registration form and check made payable to: *Village of Vernon*

24 HOUR DROP BOX: Designated within the large gray mail box which is located on the south side corner of the Village Hall parking lot entrance.

CREDIT CARD PAYMENT: Review our website for guidelines and information on how to pay online with a credit card for your activities.

Instructors WILL NOT ACCEPT registrations/payment at the class. Advance registration is required. All registrations must be in our office prior to the start date of any programs.

Sorry, Phone or Faxed registrations are NOT accepted. Payment MUST accompany registration. Online registration without emailed registration forms are not accepted. **Questions? CALL 262-470-5187**

Typo? Human Error?

Occasionally there may be an error in days, times, registration requirements or fees in the activity guide. When such errors occur, our staff will do everything possible to correct the situation. We thank you for your patience and understanding when these situations arise.

