

**KENNER PARKS AND RECREATION DEPARTMENT
LEISURE SERVICE DIVISION**

POLICIES AND PROCEDURES

1. Registration for all Recreation Leisure Services programs will take place at the Leisure office located at 2508 20th Street, corner of Roosevelt. You may also print a registration form online at Kenner.la.us and mail it to our office address with check or money order. (Exceptions: Children's Dance, Day Camp, Gymnastics and Karate may not register online)
2. Registration will only be accepted on Monday – Friday, 9:00a.m. – 5:00p.m. Only parents and grandparents are permitted to register.
3. Proof of residency required at time of registration. A current utility bill or driver's license is the only acceptable form of proof for Kenner residents to receive the Kenner resident fee for the Leisure programs. A copy of proof of residency must be mailed in with your form and payment to receive the Kenner resident fee.
4. Regular listed program fee applies for all Kenner residents. A non-Kenner resident \$5.00 surcharge will be applied to each program that the student participates in (Exceptions: Children's Dance, Gymnastics, one and two day workshops).
5. Family plan: applies to all Kenner and non-Kenner students, for all children's programs only. Family plan fee for 2nd, 3rd, 4th, etc., child will be \$10 OFF of program fee paid for 1st child (Exception: one and two day workshops).
6. Classes are on the first come first serve basis. Fees are required when you register. Check or money order will be the only acceptable form of payment. NO CASH ACCEPTED. Also, SEPARATE CHECK MUST BE WRITTEN FOR EACH INDIVIDUAL PROGRAM. Please make check or money order payable to Kenner Parks and Recreation Department or K.P.R.D.
7. Registration may be accepted after classes begin provided the class is not full and it is approved by the Leisure Service Manager; however, CLASSES ARE NOT PRO-RATED. To ensure your participation in the class/program, please register on specified registration date.
8. Eligibility Age: the child must meet the age requirements before the start date of each class. Adult programs are available to anyone (16) and over.
9. Birth certificates required for Dance, Gymnastics, Karate and Day Camp only.
10. All classes have minimum enrollment requirements that vary from one program to another. Kenner Parks and Recreation Department reserves the right to cancel, combine or divide classes: change date, time or location of classes, change instructor assignments; make other revisions as deemed necessary. Individual classes provide their own rules and regulations in addition to the rules and regulations of the Kenner Parks and Recreation Department.
11. NSF Check policy: there will be a \$25.00 charge for all checks returned NSF. The NSF check fee of \$25.00 plus the class registration fee must be paid with a CASHIERS/CERTIFIED CHECK or MONEY ORDER ONLY and within (3) three days of notification or before the next class student attends, whichever comes first. Student will not be permitted to participate in class until the matter is resolved. When this problem is properly concluded student may resume participation in class.