

**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, 9:15a.m. - 5:45p.m.** The Leisure office closes promptly at 5:45 p.m. for registration.
3. Registration **will not** be accepted from class instructors or at any facility where class is conducted.
4. All registration must be completed in person or printed from the website and mailed in. **Only parents** are permitted to register their child/children.
5. **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.**
6. Regular listed program fee applies for all **Kenner residents**. A **non-Kenner resident \$5.00** surcharge will be applied **to each non-Kenner resident for each program** that the student participates in. **(Exceptions: Children's Dance, Day Camp, Gymnastics and one and two day workshops)**
7. **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, Science Camp and ceramics)** NO FAMILY PLAN FOR ADULTS.
8. **Senior Citizens** (55 and older) will receive a 10% discount on all registrations for themselves. **A copy of your drivers license must be mailed in to receive the 10% Senior Discount.**
9. Students **must register** for each **new session** of Kenner Parks and Recreation Leisure Service programs, **by completing a new registration form**. Program fee must be paid in full prior to student attending class.
10. Classes are on the first come first serve basis; however, Kenner residents take precedence over non-Kenner residents. **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.
11. Please keep a record of **dates and times of classes** in which you register. You are to attend the first class, unless otherwise notified by the Leisure Service office. If a student misses (3) three classes in a row without a doctors excuse, they will automatically be dropped from the class **without prior notice and without a refund**.
12. 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.
13. **Eligibility Age:** Children between the ages of (6) and (16) sixteen years old. Child must be (6) years old before the starting date of class to be eligible for participation in any Recreation Leisure Service programs, with the exception of the Dance, Gymnastics and Day Camp programs. The Dance program will accept (3) three-year old students and gymnastics program will accept (4) four-year old students and Day Camp will only accept children between the ages of (5) five and (11) eleven years old.
14. **All Children must provide proof of age upon registration. An original birth certificate will be the only form of acceptable age documentation.** A copy of participants' birth certificate will be made by K.P.R.D. staff only and will be kept on file in the Leisure Service office. **(Exceptions: any program that is less than 16 weeks)**
15. 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 deem necessary. Individual classes provide their own rules and regulations in addition to the rules and regulations of the Kenner Parks and Recreation Department.
16. **Refund Policy:** If a class is cancelled by the Leisure Service Division, a full refund will be made. **NO** refunds once a class has begun. If a refund is requested and approved, a 10% service charge of the class fee will be deducted. All refunds will be in the form of a check and will be processed within (10) ten working days. **NO CASH REFUNDS.**
17. **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.
18. All of the above mentioned will be enforced. Failure to follow these policies and procedures can result in rejection of your registration.