

When to Register

Redmond Residents:
Begins Tuesday, Dec 8

*(Those residing or *working within city limits.)*

Non-Residents:
Begins Tuesday, Dec 15

(Those residing outside Redmond city limits.)

For 50+ Programs, call 425-556-2314.

Note: Early registration will not be accepted. Be sure to indicate if you work in Redmond City Limits before you register. *Family members are eligible for the resident rate.

Easy Ways to Register

1



On-Line: www.redmond.gov

- Use the OnLine form to obtain a PIN and Client ID number, update, or add to your family account information. You will usually receive access within one business day.
- Then go to Redmond Parks & Rec OnLine
- Have your PIN, Barcodes, and credit card handy.
- Follow the directions OnLine.
- Print a receipt – there may be additional information about the class.
- Some classes unavailable for OnLine registration, stated in the class description.

2 By Phone



By VISA/MasterCard ONLY!

\$10 Minimum

Phone - 425-556-2300

9am-8pm

Monday - Friday

9am-1pm Saturdays

For TTY calls,
please dial 711 for TRS

3 By Foot



Monday - Friday 8am-8pm

Saturday 9am-1pm

Recreation Office

Old Redmond Schoolhouse

Community Center

16600 NE 80 Street

Redmond 98052

4 By Fax



For 24-hour convenience:

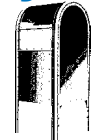
425-556-2303

With VISA/MC

Please print clearly.

(See mail-in/fax
information below.)

5 By Mail



Send form & payment by
check or credit card to:
CITY OF REDMOND
Parks & Recreation
Department MS: ORSPK
PO Box 97010
Redmond WA 98073-9710

*Classes often fill before we receive
mailed-in registrations.*

General Policies & Procedures

- ◆ One family per registration form (photo copies okay)
- ◆ Pre-registration required for all programs; no in-class registrations will be accepted.
- ◆ Register early before classes are filled or canceled.
- ◆ For phone, mail, faxed registrations: confirmation receipts are emailed or mailed. Call if you don't receive one, 425-556-2300. Print a confirmation receipt yourself with OnLine registration.
- ◆ For Farrel-McWhirter Preschool Refund Policy, see Preschool Parent Guide.
- ◆ Work residency rates apply to **non-resident employees** who work inside Redmond city limits. **Family members are included.**
- ◆ **Visitation or observation of classes** is not encouraged, because drop-in attendance can affect the quality of the class experience for registered participants. In some cases, with prior approval of the program administrator, we can make an exception. Please direct inquiries to the Recreation office, 425-556-2300.
- ◆ Photographs and videotapes may be taken by staff for future publications.

A Note to Parents:

In hardship cases, please make a confidential contact with the Recreation Office, 425-556-2300.

For More Information Please Call 425-556-2300.



Registration Form-

For More Information Please Call 425-556-2300. Fax 425-556-2303

Mail to: Redmond Parks & Recreation, MS: ORSPK, P.O. Box 97010 • Redmond, WA 98073-9710
Make checks payable to City of Redmond (Only one family per form. Photocopies are accepted)

OFFICIAL USE

Ck _____
Cash _____
CC _____
Credit _____

Staff

NAME
Adult Last: _____
Evening phone: () _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

First: _____
Day phone: () _____
E-mail: _____
Name of Adult working in city limits: _____ and _____
Work phone: () _____

PARTICIPANT NAME	M/F	CHILD BIRTHDATE	CLASS #	PROGRAM NAME	FEE	ALTERNATE CLASS # & NAME
						1.
						1.
						1.
						1.
						1.
						1.

WAIVER OF LIABILITY

ALL participants are requested to sign the following release. Parents or guardians must sign for minors. I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless City of Redmond Parks and Recreation Department, park supervisors, instructors and persons transporting myself or my/our child for any claim arising out of any injury to myself or my/our child.

Signature(s) _____ Date _____

I hereby authorize the use of photographs and/or videotapes of my child/children/ward, or myself as part of the City of Redmond promotions. If you do not want your photos or videos published, please notify your instructor on the first day of class.

Total \$ _____

If your first choice is full, you will automatically be registered in your alternate. Please check your confirmation card.



Credit Card Information

MC VISA

Card No. _____

Exp. Date _____ Signature _____

Withdrawal, Transfer, & Refund Policies:

Program Satisfaction Guarantee:

Your satisfaction in our programs is guaranteed. If you are not completely satisfied with any class or program, you may request a refund in writing prior to completion of the class or program session. Email requests may be sent to recreationrefunds@redmond.gov

Don't let a Good Program Die!

By withdrawing from a class several days prior to its start date, you help us provide better customer service. We are better able to either fill your spot or notify other registrants in a timely manner that the class is cancelled due to low enrollment.

Withdrawal/Refund Guidelines: Classes, Trips, & Programs

Withdrawal

More than seven days before start date..90% Refund

Less than seven days before start date....50% Refund

Cancelled Class..... 100% Refund

Special refund requests will be considered on a case-by-case basis. If you find it necessary to withdraw due to serious circumstances that affect your class participation, please direct your request in writing to the Business Administrator. Requests may be sent by email to recreationrefunds@redmond.gov

Events/Tickets purchases:

No ticket refunds. Event takes place rain or shine.

Farrel-McWhirter Preschool Refund Policy:

- Please see Preschool Parent Guide, available at the Recreation office.

Facility &/or Field Rentals:

Cancellation &/or changes on facility or field rentals are subject to policies and fees noted on the Rental contract. Please contact our rental coordinator for more information at 425-556-2300 for specific policies.