

## **2016 Registration Information and Program Policies**

The Board of Health requires The Recreation Department to collect and maintain current physical/immunization forms on each participant annually. The deadline for dropping off these forms is June 1, 2016

Program space is limited. A minimum number of participants are required for each program to run.

We do not confirm registrations. You will only be notified if the program is full or cancelled.

The Recreation Department reserves the right to correct mistakes published in informational program materials and online.

The Recreation Department makes every effort to run our programs rain or shine. In the event of extreme weather, we reserve the right to cancel a program. Recreation Department programs are cancelled when the Holliston Schools are cancelled.

We do not prorate program fees. Full payment is due at the time of registration.

Participants must be the required age indicated by the start of the program.

In order to accommodate the rising number of children with allergies, our programs are now nut free. Please no peanut butter, etc. for snacks or lunches.

Requests for refunds (or changes to an existing registration) must be made in person or via a phone conversation directly with the Recreation Department (508 429-2149); please **DO NOT** use the general office email (hollistonparkrec@holliston.k12.ma.us) as that inbox is not checked daily.

### **Refund Policy:**

Refunds (less a 25% fee) will be issued only if you request to withdraw from a program in sufficient time that a replacement can be found and no cost has been incurred because of your withdrawal. We do not refund after the start of a program.

Medical refunds will be issued if a participant is unable to attend class due to a prolonged illness or injury. Your request must be made prior to the end of the program session and must be accompanied by a doctor's note.

Special Refund Policy for Outdoors at Goodwill Park, Junior Patoma, Senior Patoma, Counselor-in-Training and Great-Get-a-Ways:

- Requests for refunds received thru Jun 1, 2016 --15% program fee withheld
- Requests for refunds received Jun 2, 2016 thru the start of the program—25% fee withheld