

Guidelines For Registration

1. No registration will be accepted without payment. If participant has allergies or needs other accommodations, please indicate at registration.
2. If you are registering someone from a different address, you must use a separate form. Feel free to copy this form as needed or download a form from our web site.
3. Participants must register prior to the start of all programs or by the registration deadline if one is specified in the program information.
4. We will make every effort to notify participants if we must cancel a program. FCPRD shares facilities with Frederick County Schools and must cancel programs when these facilities are not available. **For updates, listen**

to local radio stations, call 540-665-5678 and select "3" for cancellations, or visit the web site at www.fcprd.net and click on the cancellations button.

5. Refunds will be given until a program begins to the registering household; however, a 20% administrative charge will be deducted. In the case where goods and/or services have been purchased (i.e. tickets, transportation costs, deposits, reservation charges) participants may not be given a full refund. In most cases, household accounts will be credited (100%) in lieu of a cash refund. **No refunds or household credits will be approved after the start of a program. Separate fees apply for withdrawal from basicREC, CAMP basicREC and kinderREC. Refer to the parent handbook available online at www.fcprd.net or call the main office for full details.**

6. Participants must be picked up by the program ending time. Late pick up fees apply: \$15 for the first 15 minutes or any portion thereof; \$2 per minute over 15 minutes.

7. Returned checks are assessed a \$35 NSF fee. Your account may be forwarded to the County Treasurer's Office for collection if your account is not paid in full.

8. Registration deadlines: There is no guarantee of acceptance into a program after a registration deadline passes. Registration wait lists may or may not be available.

9. If your child will need to self-administer medication during any FCPRD program please call the main office at (540) 665-5678 prior to registering

Guidelines For Park Visitation

1. Accidents/Injuries: Any person witnessing or involved in an accident in a park should report it to the Park Ranger, Park Manager, or the Parks and Recreation Department, 665-5678.

2. Alcoholic Beverages: The possession of alcoholic beverages is prohibited on park property. No intoxicated person shall enter or remain in the parks.

3. Animals and Pets: Animals must be kept under control at all times. Pets must be on leash no longer than six feet. Owners are responsible for cleaning up after their pets. Pets are prohibited on or within 50 feet of an

athletic complex or field, or playground.

4. Camping: Persons shall not camp or lodge within any park.

5. **For the enjoyment of everyone visiting the parks, please refer to full park guidelines posted in the park kiosks and on the web site at www.fcprd.net.**

ONLINE REGISTRATION!! Fast, easy, always available!
Visit our web site to register today!

Register Online Now

Registration Form

Mail or bring to: FCPRD, 107 North Kent Street, Winchester, VA 22601

To register by phone with a credit card, call 540-665-5678 * Print this form at fcprd.net

Standard FCPRD refund policy applies to all registrations

Participant	DOB	Activity #	Activity Name	Fee
Total Fees: \$				
Address:			Telephone Numbers	
			Home: Work:	
Print Name of Parent/Guardian: _____			Cell:	
			<input type="checkbox"/> Please Call Me - I want to Volunteer as a Youth Coach!	
To receive periodic e-mail updates from FCPRD, please provide us with your e-mail address: _____				
Special accommodations needed				
Allergies or intolerance to food, medication, etc., and action to take in an emergency				
Under the provisions of the Virginia Freedom of Information Act, I hereby request that any and all personal information regarding the child(ren) named above be retained by The Frederick County Parks and Recreation Department as exempt from disclosure.				
X SIGNATURE OF PARENT/GUARDIAN		Date	PRINT NAME OF PARENT/GUARDIAN	