

Programming Notes

- ☺ **All participants must be registered for each program every session PRIOR to attending so that we can ensure that adequate staffing and materials are available.** Not all programs may run should adequate enrollment not be met prior to start date.
- ☺ **To help us provide safe, quality programs, participants are to be escorted into programs sites. Do not leave anyone at any of our program sites without making sure the program staff have arrived, as staff may need to travel between sites and classes!**
- ☺ Please complete all Recreation Fact Sheets as thoroughly as possible. All information is important to us! Every recreation participant must complete and submit the Recreation Fact Sheet and pay the program fee **before** attending any recreation program.
- ☺ Program enrollments are open/on-going, one does not have to wait until the start of a new session to join a program.
- ☺ Registration fees are due before or at the start of the program session. If a participant is unable to financially afford a program, arrangements are negotiable with the director.
- ☺ Please note the START and FINISH times of each program and plan accordingly. Participants should not arrive more than 5 minutes early or pick up late. (A \$5 fee will be charged if participants are picked up more than 10 minutes past program completion time. An additional fee of \$5 will be added for each additional 5 minutes.)
- ☺ Transportation is not provided to or from the programs unless otherwise stated.
- ☺ The Recreation Department only issues refunds in the event that a participant withdraws from a program prior to its first meeting. In the event that 2 or more program meetings are cancelled during a program session a credit will be offered towards the next program session.
- ☺ Programs may be cancelled due to inclement weather, staff shortage or lack of enrollment. Each program requires a minimum number of participants to run. If the minimum number is not met, the program will be cancelled and all fees will be returned. *Alternative program will be offered. Only in the event that 2 or more program meetings are cancelled will a credit be offered towards the next program session.
- ☺ In the event of inclement weather, we follow Danvers' public school closure notices. In the event conditions deteriorate during the day notifications are listed on channels 4 and 7.