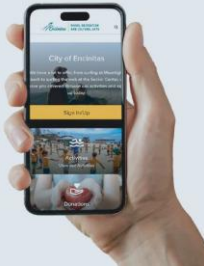


REGISTRATION GUIDELINES

All activities subject to time/date change. A \$3.00 non-refundable registration processing fee is included in each course (\$1 fee for residents* in Senior Center programs). A non-refundable convenience fee will be charged an additional 3.7% for credit / debit transactions.

*Resident is defined as an individual or organization residing or based within the boundaries of the City of Encinitas, with US Postal Service Code of 92024 or 92007. Use of a City PO Box Mailing address is not considered residency.



ONLINE:

1. Visit www.EncinitasParksandRec.com
2. Click on Register
3. Create an account or login
4. Search for an activity by course # or keyword
5. Add to shopping cart
6. Review enrollment and confirm program selections and dates
7. Accept waiver and pay

WALK IN:

Walk-in registration is accepted at the Encinitas Community and Senior Center, City Hall at the Parks, Recreation and Cultural Arts Department and Pacific View Arts Center during business hours.

WAITING LIST POLICY:

When a roster spot becomes available, the first person on the waiting list will receive an email with a registration link. The recipient has 36 hours from the time the email is sent to complete registration online and secure the spot; otherwise, they will be **removed from the waiting list**. Registration must be completed online using the provided link—phone calls, emails, or voicemails will not hold a spot. Participants are responsible for maintaining a current email address on their account. For questions, contact prca@encinitasca.gov or call (760) 633-2740 or (760) 943-2250.

REFUND/CANCELLATION POLICY:

Refund requests must be emailed to prca@encinitasca.gov. Requests made at least seven (7) calendar days before the first program meeting date may be approved minus a \$20 fee (\$10 for senior programs). Processing and convenience fees are non-refundable. Requests submitted fewer than seven (7) days before the start date will be date-stamped and reviewed by the Division Manager; approval is not guaranteed.

Activities are subject to change. No refunds will be issued for inclement weather. A full refund will be provided if the City cancels the activity. Prorated medical refunds may be granted with a doctor's signed verification, submitted within seven (7) days of the medical incident.

PROGRAM TRANSFER POLICY:

Transfers must be requested at least seven (7) calendar days before the program start date by emailing prca@encinitasca.gov. Approved transfers will incur a \$10 fee for programs of equal or lesser value. Transfers to a higher-priced program will include the \$10 transfer fee, the difference in program fees, plus applicable processing and convenience fees. Requests submitted fewer than seven (7) calendar days before the start date will be date-stamped and reviewed by the Division Manager; approval is not guaranteed.

INCLUSION POLICY:

The City is an affirmative action public entity and does not discriminate on the basis of race/color, ethnic origin, national origin, gender, gender identity, religion, age, veteran status or physical or mental disability in employment or provision of service. The City of Encinitas Parks, Recreation and Cultural Arts Department is committed to the support of inclusive programs and opportunities to increase individual potential for full and active participation in all activities and experiences. Requests for accommodations will be considered on a case-by-case basis. If you require an accommodation, or need further information concerning inclusive or specialized recreation and accommodation for a city program, please contact us as soon as possible or no later than 72-hours prior to the disability accommodations being needed via email at prca@encinitasca.gov.