

## ***No Smoking/Alcohol Policy***

The use of all tobacco products or drinking alcoholic beverages on premises owned by the West Allis-West Milwaukee School District is prohibited by state law. Your cooperation in upholding this law is necessary.

## ***Accident Insurance***

The Recreation Department does not provide hospital/medical insurance for people participating in sponsored activities. The Board of Education, School District of West Allis-West Milwaukee, et al does not provide hospital/medical coverage for Recreation Department activities. Participants are encouraged to obtain their own medical insurance.

## ***Resident/Non-Resident Fee Policy***

Resident status includes individuals living in the West Allis-West Milwaukee School District and all students enrolled in a West Allis-West Milwaukee public school. Residency is determined by where the participant resides, not where the person paying resides.

## ***Be Our Guest Senior Citizen Pass***

Senior Citizen passes are available for West Allis-West Milwaukee School District residents who are at least 60 years old. This pass is a small "Thank You" to our senior citizens who have provided tremendous support for our schools. The pass entitles the holder and a companion to be admitted, without charge, to all athletic events (except WIAA tournament games) and school drama productions. Get your pass at the WA-WM Recreation Department today!

## ***Class Sizes***

All programs have a minimum/maximum enrollment number. If we do not meet our minimum requirement, classes may be cancelled with refunds issued or you may transfer to a different class. If a program is full you will be notified and you will be issued a full refund or credit. Upon notification you can be added on a waiting list where in the event of a cancellation or new class creation, you will be notified.

## ***Waiting Lists***

The Recreation Department will make every effort to accommodate individuals on waiting lists. If an opening becomes available you will be contacted by telephone.

## ***\*\*Photography Policy\*\* (New Policy)***

The Recreation Department occasionally uses photos of participants for promotional purposes. By registering for the program you have granted us permission to use your photograph for promotional purposes unless otherwise noted.

## ***Child Care***

Child care is not provided for adult programs. Children are not permitted to attend adult programs without supervision of another adult who is not actively participating in the program.

## ***Confirmation Notices***

Your receipt is your confirmation. You will not receive additional confirmation of program registration. Please provide an email address for receipt to be sent to or if you prefer to have it US mailed, you will need to include a self-addressed stamped envelope with your registration. Transfer requests will be honored up until one week prior to the start of class if openings exist. Requests for transfers made less than one week prior to the start of the class enrolled in, will result in a \$5.00 service charge and need to be made in person.

## ***Refund Policy***

The policy of the WA-WM Recreation Department is to refund registration fees only under the following circumstances:

1. A refund request form must be completed at the Recreation Department office.
2. 24 hours or more prior to the start of a class/program, a full refund will be given minus 20% service fee, if a refund check is requested. **To avoid the 20% service fee, class/program fee can be credited to your account for future use.**
3. Less than 24 hours prior to the start of a class/program, but prior to the start of second half, 50% refund will be given.
4. After the first half of class has passed, no refunds will be given.
5. #2, #3, #4 will not apply to adult sports program, contact Dustin Smith, 604-4938.
6. A full refund will be given when the Recreation Department cancels a class.

## ***Refund Overpayments***

When an overpayment is made for any program you are enrolling in and a refund check is requested, \$3.00 will be deducted to cover administrative/ mailing costs. To avoid administrative charges you can request your overpayment be credited to your account for future use.