

## DATES TO REMEMBER

**Apr 30: Cary Residents only  
via EZ-REG Mail-in,  
Web & Phone**

**May 7: Cary Residents only  
via any EZ-REG  
process**

**May 14: Residents &  
Nonresidents  
via any EZ-REG  
process**

Please call (919) 469-4061 or any of our facilities with questions regarding our registration process.

## Registration Information

Cary Parks, Recreation & Cultural Resources continues to develop ways to make program registration easier for the citizens of Cary. Cary residents are given the opportunity to mail-in registration forms or electronically register before the designated walk-in registration date. A copy of the Program Registration Form, plus the entire brochure, is available on the Town of Cary's website at [www.townofcary.org](http://www.townofcary.org). Please note that separate registration forms may be required for Camps, Athletic Programs and Special Events. Please read the brochure information carefully on how to register for each program or activity.

### REGISTRATION PAYMENT

Walk-in registrants may bring cash, money order, check (made payable to "Town of Cary"), Visa or MasterCard card as payment for registration. Mail-in registrants may pay via check only. Some classes will fill quickly. If you are willing to credit your account, write one check. If not, please write separate checks for each class per person. (A credit can be used toward any future program registration.) Electronic registration services accept only Visa or MasterCard as payment. Full payment must be made at the time of registration. Accounts will be charged a \$25 fee for returned checks. Participants with declined payment may be withdrawn from the class.

### WITHDRAWAL AND REFUND POLICY

Registration fees are 100% refundable when the department cancels the activity. A participant wishing to withdraw from a class that has not been cancelled by the department must provide a written request at least one week before the scheduled start of the class. They may receive 100% credit to the family's account, valid for one (1) year, may request a Cary PRCR Gift Card, valid for three (3) years from date of last use, or may request a refund minus a minimum of \$5 administrative fee per participant per class. Within the week prior to the scheduled start of a class, refund/credits/gift cards will not be given except for verified medical/hardship cases. Refund for payments made by check cannot be processed for three weeks from the date payment was made.

### PHOTO POLICY

Cary Parks, Recreation & Cultural Resources Department reserves the right to photograph program participants for publicity purposes.

### SCHEDULE CHANGES & CANCELLATION

Cary Parks, Recreation & Cultural Resources reserves the right to alter schedules, fees and instructors as necessary. Classes are subject to cancellation when minimum enrollment has not been reached.

### WAIVER POLICY

A waiver, signed by the parent or guardian, must be on file for each class before the first day of participation. A copy of the waiver is available at any Town of Cary PRCR Facility and at the Town's website ([www.townofcary.org](http://www.townofcary.org)). Registrants without signed waivers will not be allowed in class.

## Wondering if there is still space available?

Check class availability from the convenience of any computer.

1. Log onto [classweb.townofcary.org](http://classweb.townofcary.org)
2. Click on the **EZ-REG Web** link on the sidebar
3. Click on the **Activities** tab
4. Check availability by using the course code number in the **Quick Link** box, keywords in the **Advanced Search**, or you can display classes by topic/facility.



*Personal access codes are not required to check availability; however they are required to register online.*

## Forgot Your Client Code and/or Account PIN ??

If your e-mail address is in our database, please enter it on the please enter it on the EZ-REG website, Login Tab, "Forgot Client Code and/or Account PIN?" and your Client Barcode and Family PIN # will be e-mailed to you shortly. If your e-mail address is not in our database, please call any Parks, Recreation and Cultural Resources facility for assistance.



The Town of Cary provides the opportunity for Cary residents to apply for scholarships and/or reduction of fees for Parks, Recreation & Cultural Resources' programs. If you are interested in donating \$1 or more to the Relief for Recreation scholarship fund, please indicate it in the total on your registration form and include it in your check. Thank you!

**To Apply for a Scholarship** – Dorcas Ministries receives scholarship applications Monday-Friday, 10 a.m.-12:30 p.m. Dorcas Ministries can be reached at (919) 469-9861 Monday-Friday, 10 a.m.-1 p.m. Cary Plaza, 179 High House Road, Cary 27511.