

# School's Out Policies

## PAYMENT METHODS

**Walk-In:** Cash, Money Order, Check (to Town of Cary), Credit Card (Visa or MasterCard), Town of Cary PRCR Gift Card

**Mail-In:** Check (made payable to Town of Cary)

Some classes fill quickly. If you attempt to register for a class that is already full and are willing to credit your account (valid for one year), write one check. If not, please write separate checks for each class per person.

**Web:** Credit Card (Visa or MasterCard)

Accounts will be charged a \$25 fee for returned checks. Participants with declined payment may be withdrawn from the class.

## WITHDRAWAL AND REFUND POLICY

A participant wishing to withdraw from a camp 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 year, a Town of Cary PRCR Gift Card valid for three years from date of last use, or a refund minus a \$5 administrative fee per participant, per class. Within the week prior to the scheduled start of a class, refunds/credits/gift cards will not be given except for medical or hardship cases.

Participants wishing to withdraw from one of these camps must provide a written request at least two weeks before the scheduled start of the camp: Summer Day, Teen Adventure, Cary Space, Beginning/Intermediate Fencing, and Competitive Foil & Epee Fencing. Refunds/credits/gift cards are subject to a minimum of a \$25 administrative fee and prorated refunds/credits per participant per week. With remaining funds, participants may request a credit to the family's account valid for one year, a Town of Cary

PRCR Gift Card valid for three years from date of last use, or a refund. Within the two weeks prior to the scheduled start of the session, refund/credits/gift cards will not be given except for medical or hardship cases.

PLEASE NOTE: Refunds for payment made by check cannot be processed for three weeks from the date payment was made for all camps. Registration fees are 100% refundable when the Cary Parks, Recreation & Cultural Resources cancels the activity.

## WAIVER POLICY

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

## SCHEDULE CHANGES

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

## NONREGISTERED PARTICIPANTS

Because of space limitations and distractions, we ask that only registered participants remain in a classroom. Parents/guardians and siblings may wait in approved waiting areas. Exceptions may be made by the facility supervisor for participants with disabilities who may need additional assistance.

## ADA ACCOMMODATIONS

The Town of Cary makes every reasonable effort to ensure that facilities are accessible to individuals with disabilities. Accommodations can be made for most programs. If you have questions about a facility or need special assistance, please contact us. For your convenience, a FM Assisted Listening System is available for programs sponsored by the Parks, Recreations & Cultural Resources Department. Call (919) 460-4963 at least 24 hours in advance to reserve the system.

## PHOTO POLICY

Cary Parks, Recreation & Cultural Resources Department reserves the right to photograph program participants during camps and classes. Images may be used for publicity purposes in print and online.