*Allen County Parks*

# Attendance and Payment Policy

**Registration**
Complete all questions on the registration form. If you are registering more than one child, please photocopy the form to create an individual registration for each child. Paid registrations are accepted in the order in which they are received. Full payment is required for us to reserve your spot. If a program is full (maximum of 20 children per session), a waiting list will be created. A minimum of 10 children are required in order to run the Jr. IMN class for a particular season. All Allen County Park programs are subject to cancellation. A confirmation brochure, with detailed information about preparing your child for their experience will be mailed, emailed, or given to you after your paid registration is received.

**Payments/Deposits**
Class Fees: $70.00 per child. Sack lunches are **required** from home for Saturday class sessions as Allen County Parks does not have a kitchen facility that would meet state regulations for food preparation.

Checks payable to: ***Allen County Parks and Recreation.*** **Returned checks are subject to a $25.00 return check fee.** Checks are deposited immediately. Refunds are subject to a waiting period of 8-12 weeks.

Pre-registration is required. No walk-in registration the first day of classes will be taken.

Mail, or drop off your completed registration form, (including medical forms and payment) to:

**Allen County Parks and Recreation**
**Attn: Environmental Educator**
**7324 Yohne Rd.**
**Fort Wayne, IN. 46809**

**Financial Aid**
To ensure that every child has access to a quality outdoor educational experience; financial aid is available (based on child needs and availability of funds). Request and application form if desired. If you have questions, call the Environmental Educator at (260) 449-3246.