

EASTBANK DIVISION
 6921 Saints Drive
 Metairie, LA 70003
 504 -736-6999

JEFFERSON PARISH
DEPARTMENT OF PARKS AND RECREATION
Leisure Service Division
 E-Mail: JPRrecreation@jeffparish.net

WESTBANK DIVISION
 7437 Lapalco Boulevard
 Marrero, LA 70072
 504-349-5000

ACCOUNT HOLDER

Family Name (Last) _____ **Phone (Main Contact #)** _____

Address _____ **City** _____ **Zip** _____ **E-Mail** _____

If registering for child / children, please include following information:

Mother _____ (Work) _____ (Cell) _____

Father _____ (Work) _____ (Cell) _____

CLASS PARTICIPANT/S	Name & Address of Participants		Age / D.O.B.	Sex	Class/Event	Site / Plgd.	Class Day	Class Time	Start Date	Fee
		First & Last Name	Address (If different)	Age	<input type="checkbox"/> F <input type="checkbox"/> M	Course Name:				
	First & Last Name	Address (If different)	Age	<input type="checkbox"/> F <input type="checkbox"/> M	Course Name:					
	First & Last Name	Address (If different)	Age	<input type="checkbox"/> F <input type="checkbox"/> M	Course Name:					
	First & Last Name	Address (If different)	Age	<input type="checkbox"/> F <input type="checkbox"/> M	Course Name:					

Emergency contact _____ Phone _____

List any MEDICAL problems or other information that instructor may need to know _____

- **Students must be self-controlled and able to function independently in a classroom setting.**
- **JPRD reserves the right to expel anyone from classes due to unacceptable behavior without a refund.**

IN CASE OF AN EMERGENCY, MY SIGNATURE AUTHORIZES JPRD TO SEEK IMMEDIATE MEDICAL CARE. I HAVE READ AND UNDERSTAND THE POLICIES STATED ON THE BACK OF THIS FORM AND DO AGREE TO COMPLY. I HEREBY AGREE TO RELEASE, ABSOLVE, INDEMNIFY AND HOLD HARMLESS THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION AND ITS SUBSIDIARIES

Total fees above ... \$ _____
 Amt. received \$ _____
 [] Cash [] Check # _____
 [] Credit / Debit Card
 Received by _____
 Date _____

Signature of Participant (18 & over) or parent/legal guardian _____ **Date** _____

POLICIES AND PROCEDURES

1. **REGISTRATION** is required prior to attending a class and is accepted on a *FIRST COME, FIRST SERVED* basis. No phone registrations will be accepted.
2. **LATE REGISTRATIONS** may be accepted after the class begins if class and space are available and it is approved by the Leisure Service Office; however, classes are NOT prorated.
3. **SUFFICIENT ENROLLMENT** – All classes have minimum enrollment requirements that vary from one program to another. Formation of classes depends upon sufficient enrollment at least one (1) week prior to the start of a class. Classes that do not reach minimum enrollment are subject to cancellation.
4. **JPRD RESERVES THE RIGHT TO:**
 - Cancel, combine or divide classes
 - Change date, time or location of classes
 - Change instructor assignments
 - Or, make other revisions as deemed necessary.
5. **SPECIAL REGISTRATION PROCEDURES** are required by certain classes. To enroll in these classes, follow the guidelines listed for the class. Failure to follow these procedures may result in rejection of your registration.
6. **PAYMENT:**
 - Full payment(s) must accompany registration to secure your place in class
 - Make all checks/money orders **payable to “JPRD”**. Visa, MasterCard, Discover or American Express accepted at the office or online at www.jprd.org.
 - \$20 NSF charge – Replace this check with CASH at the Main Office.
 - Only paid participants are allowed in class.
7. **JPRD PHOTOGRAPHS** activities/special events for educational and publicity purposes. All material will be exclusive property of JPRD. If you prefer that we not use you in the photo, please let the photographer know.
- REFUNDS:**
 - Request must be made no later than three working days before a class begins.
 - No cash refunds – Check will be mailed in 3-4 weeks
 - Service charge of 10% levied against all refunds
8. **CONFIRMATIONS** – will not be sent, nor will you be contacted. You are to report to class unless otherwise notified by this Department.
9. **LIABILITY**
 - Injuries are to be reported to the instructor and playground personnel.
 - Secondary Medical Reimbursement insurance fee has been incorporated into class fees, except in some programs such as Golden Age and Disabled programs, where an annual insurance fee must be paid before participating.
10. **WHERE TO SEND:**
 - Online registration available at www.jprd.org
 - Bring or mail this form along with the appropriate fee(s) to the respective Parks and Recreation office listed below:
 - JPRD – EASTBANK OFFICE
Leisure Service Division
6921 Saints Drive
Metairie, LA 70003
 - JPRD – WESTBANK OFFICE
Leisure Service Division
7437 Lapalco Boulevard
Marrero, LA 70072