

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

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

WESTBANKDIVISION
 7437 Lapalco Boulevard
 Marrero, LA 70072
 504-349-5000

ACCOUNT HOLDER

Family Name (Last) _____ (For filing purposes) Phone (Home) _____

Address _____ City _____ Zip _____ E-Mail _____ @ _____

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

Mother _____ (Work) _____ (Cell) _____

Father _____ (Work) _____ (Cell) _____

Primary Account Holder:
 (select one)
 Mother Father

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

Emergency contact _____ Phone _____

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

JPRD reserves the right to expel anyone from classes or camps due to unacceptable behavior.
I have read and understand the rules on page 2 of this document and do agree to comply.
IN CASE OF AN EMERGENCY OR ACCIDENT, MY SIGNATURE AUTHORIZES JPRD TO SEEK IMMEDIATE MEDICAL CARE.

Total fees above .. \$ _____

Amt. received..... \$ _____

CASH CHECK # _____

Received by _____

Date _____

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

REGISTRATION INFORMATION

1. **Registration** is required prior to attending a class and is accepted on a *FIRST COME, FIRST SERVED* basis. No phone registrations 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:**
 - a. Full payment(s) must accompany registration to secure your place in class
 - b. Make all checks/money orders **payable to “JPRD”**. Discover, Visa, or Mastercard accepted at the office or online. www.jprd.org
 - c. \$20 NSF charge – Replace this check with CASH at the Main Office.
 - d. Only paid participants are allowed in class.
7. **REFUNDS:**
 - a. Request must be made no later than three working days before a class begins.
 - b. No cash refunds – Check will be mailed in 2-3 weeks
 - c. 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**
 - a. Injuries are to be reported to the instructor and playground personnel.
 - b. Medical Reimbursement insurance fee has been incorporated into class fees, except in some programs such as Golden Age, Rainbow, Sunshine and Disabled programs, where an annual insurance fee must be paid before participating.
10. **WHERE TO SEND**
 - a. Online registration available at www.jprd.org
 - b. Bring or mail this form along with the appropriate fee(s) to the respective Parks and Recreation office listed below:
 1. JPRD – EASTBANK DIVISION
Leisure Service Division
6921 Saints Drive
Metairie, LA 70003
 2. JPRD – WESTBANK DIVISION
Leisure Service Division
7437 Lapalco Boulevard
Marrero, LA 70072

For more information call our office (504-736-6999 – Eastbank; 504-349-5000 – Westbank) or e-mail us at jprecreation@jeffparish.net