



REGISTRATION

REGISTRATION POLICIES

1. REGISTRATIONS MUST BE SUBMITTED IN ADVANCE OF THE PROGRAM COMMENCEMENT DATE.
2. POSTDATED CHEQUES ARE NOT ACCEPTED AS A METHOD OF PAYMENT AND CHEQUES MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE PROGRAM COMMENCEMENT DATE.
3. ALL PROGRAMS ARE PEANUT FREE.

WAITLISTS- If the program you are interested in is full, you have the option of making another program selection or being placed on a wait list for the program of your choice (however, there is no guarantee that a space will become available). Participants will only be contacted if a space becomes available.

MEDICAL INFORMATION – When registering, please identify any significant health problems, allergies and/or medications for the registrant. We also ask that you provide the participant's health card number and doctor's name in case of emergency.

REGISTRATION – Once you have registered for a program, you will not be contacted prior to the program commencement date unless the program has been cancelled or rescheduled. Please assume that the program is running as scheduled and ensure that you attend the date, time and location as listed on the program information.

CANCELLATION / CHANGES – We do our best to ensure all programs run exactly as outlined in this brochure, but sometimes a program start date, time, location, or fee may change. Programs are subject to cancellation due to insufficient registration. If this situation occurs, a full refund will be issued. In the event that a class or lesson must be cancelled, every attempt will be made to have the class or lesson rescheduled and the program registrants will be notified of the class cancellation as well as the rescheduled date, if applicable, however there will be no reduction in the registration fee.

REFUNDS / WITHDRAWALS – Refund requests must be made prior to the commencement of the program. A \$5.00 administration fee will apply to all customer-requested refunds; no refunds will be issued when requested after the program has started. A full refund will be issued if accompanied with a medical note.

PRO-RATED PRICING – There are no pro-rated pricing options available for any programs being offered by the Township. Fitness users are encouraged to purchase the new *Universal Fitness Pass*.

PAYMENT INFORMATION - Cheques or money orders to be made payable to the Township of Leeds and the Thousand Islands. A \$25.00 Administration Fee will be charged for any returned cheques.

Registration Procedures

4 Ways to Register for Our Programs

MAIL

Mail your completed form with payment to:

Township of Leeds and the Thousand Islands
Attn: Recreation Department
P.O. Box 129, 1 Jessie Street,
Lansdowne, Ontario
K0E 1L0



DROP OFF

Use our drop off locations:

- Township Offices
- 1 Jessie Street, Lansdowne
 - 312 Lyndhurst Road, Lyndhurst

Public Library

- 1 Jessie Street, Lansdowne
 - 1365 County Rd. 2, Escott
 - 426 Lyndhurst Rd., Lyndhurst
- 150 Main St., Seeley's Bay

IN PERSON

Register in Person at:
Township Offices

- 1 Jessie Street, Lansdowne
- 312 Lyndhurst Road, Lyndhurst

REGISTRATION DAYS

Watch and listen for our advertisements throughout the community.

