

RESTON COMMUNITY CENTER

Class/Trip/Camp/Volunteer/Pass Registration Information

REGISTRATION SCHEDULE

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| Fall: August 1 Reston/August 8 Non-Reston | Winter/Spring: December 1 Reston/December 8 Non-Reston |
| Summer Camp: February 1 Reston/ February 8 Non-Reston | Summer: May 1 Reston/May 8 Non-Reston |

SMALL DISTRICT 5

- Reston residents and employees in Small District 5 are eligible for priority registration and reduced program rates.
- Residency status is determined by whether the patron resides or works within the boundaries of Small District 5 using Fairfax County's Tax Administration site. A map of small district 5 is located on our website.

PRIORITY RESTON REGISTRATION

- Priority registration for Small District 5 Reston residents and/or employees will be the 1st-7th of each scheduled registration month.
- RCC will not process your payment until your enrollment has been confirmed.

NON-RESTON REGISTRATION

- Non-Reston registration follows the end of priority Reston registration.

PROGRAM FEES, PASSES

- Program fees are listed in this guide as Reston/Non-Reston (e.g., \$35/\$70).
- Patrons 55 years and older receive a 20% discount on class fees (except in cases where the class fee is payable to someone other than RCC). This discount does not apply to 55+ programs or trips, Adult & Family trips, or drop-in programs.
- Patrons under age 55 can register for 55+ programs or trips if space is available after priority Reston registration. Program fees will be doubled.
- All passes will expire 2 years from date of purchase, with the exception of 3-month and 12-month pool pass.

REGISTRATION FORM

- Family members living in the same household should complete a single Class, Trip, Camp, Volunteer, Pass registration form.
- Patrons residing in separate households who wish to enroll in the same class must complete separate registration forms and staple them together.
- Patrons may also register online when online registration opens.

PAYMENT

- Payment is required upon registration.
- Pay by cash, check (payable to Reston Community Center), money order, MasterCard, Discover or VISA.
- Cash payments cannot be accepted during Reston priority registration.

CONFIRMATION

- Registration confirmations will be emailed.
- The confirmation will indicate if you are enrolled or waitlisted.

CLASS CANCELLATION

- If the minimum enrollment has not been met 7 days before the class starts, RCC reserves the right to cancel the class.
- A full refund will be issued if the class is canceled by RCC.
- RCC reserves the right to substitute instructors without notice.

REFUND/CANCELLATION POLICY

- Written refund requests received 14 days or more prior to the start of a class or camp will receive a full refund less a 20% processing fee (50% for trips).
- Refund requests received less than 14 days before the start of a class or camp will be granted (less a 20% processing fee) only if another registration is received in its place (less a 50% processing fee for trips).
- Refunds for a pass will be prorated to the purchase date and then subjected to a 20% processing fee.
- No refunds are given for any class, trip, camp or pass with a fee of \$10 or less.
- Refunds will be issued to the original credit card or by check from Fairfax County if the original payment was cash or check.

INCLEMENT WEATHER POLICY

In the event of inclement weather, we advise our patrons and rental clients to call us at 703-476-4500 for the most complete and up-to-date information.

PATRON HEALTH AND SAFETY

Patrons showing signs of a communicable disease or illness including vomiting, diarrhea, or a temperature of over 100 degrees should remain at home.

ADA ACCOMMODATIONS

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Reston Community Center program, service, or activity, should contact the ADA representative, Pam Leary, as soon as possible but no later than 48 hours before the scheduled event. Please note that accommodations that require staffing and/or transportation alterations may require up to 10 days advance notice. To request a reasonable accommodation, please call 703-476-4500 or TTY 711.

PATRON SATISFACTION

Our goal is to make your experience at a RCC a positive one. Please let us know if you have any concerns or issues.

4 EASY WAYS TO REGISTER:

By Fax: 703-476-2488 • Online: www.restoncommunitycenter.com • In Person
By Mail: Reston Community Center, 2310 Colts Neck Rd, Reston, VA 20191

