

How to Register

3 Easy Ways to Register

Online

Register online at: www.aacounty.org/recparks

Mail-In / Walk-In

Recreation and Parks Headquarters

1 Harry S Truman Parkway, Annapolis
Office hours Mon–Fri, 8:00am to 4:30pm
Night drop box available after hours

North Arundel Aquatic Center

7888 Crain Highway, Glen Burnie, MD 21061
Office Hours vary – see website.

Arundel Olympic Swim Center

2690 Riva Road, Annapolis, MD 21401
Office Hours vary – see website.

Walk-In

North County Recreation Center

196 Hammonds Lane, Brooklyn Park
Office Hours Mon-Fri, 9:00am-12:00pm & 6:00-8:30pm

South County Recreation Center

4510 Owensville-Sudley Road, Harwood
Office hours Mon–Thur, 6:00– 8:30pm

Program registration is required.

Complete the appropriate registration form, including all program information requested. Include the program number on your check or money order. Checks must be pre-printed with the name and address of the person signing. If the current phone number is not printed on the check, please write the phone number on the front of the check. Checks/Money Order should be made payable to AACo Recreation & Parks. Parents are to arrive 5 minutes before the program's closing to avoid any late pick up charge (see policy under reminders). We reserve the right to cancel or alter programs that do not meet the registration requirements. **Returned Check Policy** – We will charge an additional fee of \$25 for all returned checks.

Recreational / Athletic / Aquatic Programs – Registration begins immediately online, by mail or walk-in. Full payment is expected at time of registration. Summer Fun Centers and Day Camps offer a down payment fee option. See website or call 410-222-7300 for more information.

Parks Programs – Classes sponsored by the parks must be registered for at the park site.

Reminders

Disciplinary Actions - The Department has the authority to impose disciplinary sanctions for inappropriate/unsportsmanlike behavior and/or non-compliance with departmental policies, guidelines or standards. Disciplinary sanctions for individuals may include but not be limited to: Prohibition to Attend Events, Suspensions and Expulsion.

REFUND POLICY

Recreation and Aquatic– All refund requests must be submitted in writing with the exception of cancelled programs. Full refunds are given only if a program is cancelled or there are extenuating circumstances prior to the start date of the program. Cancelled program refunds will be automatically processed for 100% refund. Written requests received prior to the start date, will forfeit 20% of the fee for the program or no more than \$25 for each registration as an administrative fee. Any request received after the start date will be considered on a case by case basis and prorated. Refund requests for medical reasons shall be accompanied by a physician's note. Request for refunds must be submitted no later than 30 days after the end of the program and/or sport.

Trips and Excursions – No refunds will be given unless the space can be filled with another registration; this includes trips cancelled due to inclement weather. Commitments and payments are made for tickets and transportation well in advance. Only when a trip is cancelled due to insufficient registrations will 100% of the trip fee be refunded.

Late Pickup Policy – A late pickup fee will be charged if your child(ren) is picked up after the scheduled ending time of the program. The late pickup fee is \$1.00 per minute per child. Failure to pay the fee will result in your child(ren) being dismissed from the program and/or future registrations not being accepted.

Athletic Refund Policy – Please refer to the League Fee section of the Organized Sports Rules. **School Age Child Care (SACC) Refund Policy and Late Pickup Policy** - Please refer to the SACC website and/or the Parent's Manual.

Inclement Weather Cancellation Policy – Weather related information is posted on the Anne Arundel County Recreation and Parks website www.aacounty.org/recparks - Cancellation Notice link or you may call the Recreation & Parks Hotline at 410-222-7312 two hours before your scheduled program. If schools are closed due to inclement weather, our programs will be cancelled. If the Snow Emergency Plan is in effect, all programs are cancelled.



Accessibility

- Anne Arundel County Department of Recreation and Parks is committed to serving county residents and visitors with disabilities. In compliance with the intent and spirit of the Americans with Disability Act, our commitment is to ensure accessible facilities, programs and services.

We request a minimum of 2 weeks advance notice for accommodation before the start of a program or event. A written request for specific accommodation must be submitted at the time of registration.

For additional information on inclusion/accommodation call the following numbers: Park events please contact the specific Park office. School Age Child Care Programs (SACC) call 410-222-7856. Recreation programs or Adaptive Recreation information call 410 222-7313. TTY users please email RecRegistration@aacounty.org or **call via Maryland Relay 711**.

EEOC – Anne Arundel County is an Equal Opportunity Employer. If anyone believes he or she has been discriminated against, on the basis of race, color, national origin, disability or sex, they may file a formal complaint with Anne Arundel County Department of Recreation and Parks or with the Equal Employment Opportunity Commission.

Visit www.aacounty.org/recparks for additional information, the latest updates and to register online.