



PARKS, RECREATION
AND CULTURAL ARTS

PROGRAM POLICIES & INFO



ONLINE:

1. Visit www.EncinitasParksandRec.com
2. Click on Programs
3. Create an account or login
4. Search for an activity by course # or keyword
5. Add to Shopping Cart
6. Review enrollment and confirm selections
6. Accept waiver and pay

All activities subject to time/date change. \$2.50 non-refundable registration processing fee is included in each course (\$1 fee for Senior Center programs).

WALK-IN:

City Hall is open Monday through Friday, 7am to 6pm and is closed on alternating Fridays. The Encinitas Community and Senior Center is open Monday through Saturday, from 8am to 9:45pm, and Sunday, from 12-5 pm.

MAIL-IN:

Mail your completed and signed Activity Registration Form with payment to the City of Encinitas Parks, Recreation and Cultural Arts Department, 505 S. Vulcan Avenue, Encinitas, CA 92024.

PROGRAM TRANSFER POLICY:

Transfers may be done online up to five (5) calendar days before the start of the program and will not incur any fees if the transfer is to a program of equal or lesser value. Transfers to a program of greater value will include the program fee difference.

In person transfers may be processed up to five (5) calendar days before the start of the program during regular business hours at the Parks, Recreation and Cultural Arts Offices or the Encinitas Community and Senior Center prior to the first meeting date and will not incur any fees if the transfer is to a program of equal or lesser value. Transfers to a program of greater value will include the program fee difference and an additional processing fee.

Transfer requests by phone or by leaving a message will not be considered. Transfer requests made less than five (5) calendar days before the start of the class must be submitted by email to encinitasparksandrec@encinitasca.gov or delivered in writing to the Encinitas City Hall Parks, Recreation and Cultural Arts service desk. Transfer requests made less than five (5) business days are date-stamped and reviewed by the Recreation Services Manager.

REFUND/CANCELLATION POLICY:

Activities are subject to change. A full refund will be given if the City cancels the activity. Refunds requested five (5) calendar days before the first program meeting date may be granted minus a \$10 cancellation fee. Prorated refunds may be given for a medical reason, based on the number of unattended days. Medical verification required with doctor signature. No refunds will be issued for inclement weather or after the start of the program.

Refunds/Cancellations may be done online up to five (5) calendar days before the start of the program and will incur a \$10 cancellation fee. If the program fee is less than the \$10 cancellation fee, no refund is available.

Refund requests by phone or by leaving a message will not be considered. Refund requests made less than five (5) calendar days before the start of the class must be submitted by email to encinitasparksandrec@encinitasca.gov or delivered in writing to the Encinitas City Hall Parks, Recreation and Cultural Arts service desk. Refund requests made less than five (5) calendar days are date-stamped and reviewed by the Recreation Services Manager.

*The City of Encinitas Parks, Recreation and Cultural Arts Department reserves the right to adjust the transfer/refund policy depending upon the circumstances and the severity of the situation.

WAITING LIST POLICY:

Those on the waiting list that receive notification by phone or email that a spot has opened; have until 5:00pm the next City business day to secure registration. You may confirm your registration by calling (760) 633-2740 or (760) 943-2260 to talk to a live customer service representative or by visiting the Parks, Recreation, and Cultural Arts Department office at the Encinitas Civic Center. Voicemails will not be accepted and do not confirm registration.

INCLUSION POLICY:

The City is an affirmative action public entity and does not discriminate on the basis of race/color, ethnic origin, national origin, sex, religion, age, veteran status or physical or mental disability in employment or the provision of service. The City of Encinitas Parks, Recreation and Cultural Arts Department is committed to the support of inclusive programs and opportunities to increase individual potential for full and active participation in all activities and experiences. Requests for accommodations will be considered on a case-by-case basis. If you require an accommodation, or need further information concerning inclusive or specialized recreation and accommodation for a city program, please contact us as soon as possible or no later than 72-hours prior to disability accommodations being needed via email at encinitasparksandrec@encinitasca.gov or call (760) 633-2740.