

Are you In?

The program will be held at the time and place indicated, and you are enrolled unless otherwise notified.

Registration Deadlines

Registration deadlines are established for each class to help provide a positive experience for recreation program participants by ensuring appropriate staffing, supplies and facilities to meet the registration needs. Please refer to the program descriptions for each program's registration deadline.

If no registration deadline is listed, the deadline is seven days before the program begins.

Wait Lists

Due to facility space and staff limitations, many classes have registration limits. When classes have reached their maximum registration, a waitlist will be started.

You will remain on the waitlist until the class begins. If an opening becomes available due to a cancellation, it will be offered to the first/next person on the waitlist until the opening is filled.

Every effort will be made to create additional class sessions, and you will be contacted if your registration is able to be accommodated. Once the class begins, if we have been unable to accommodate you, we will return any fee(s) paid.

Transfers

Prior to the class start date, Shakopee Parks and Recreation will make every effort to accommodate your request to transfer to another class, however, that may not always be possible. There is a \$5 service fee charged on all class transfers that needs to be paid at the time of request.

We appreciate your understanding when we are not able to accommodate cancellations, transfers or registrations after the registration deadlines.

Missed A Class?

Make-ups for individual missed classes will not be accommodated.

Refund Policy

Registration fees for programs cancelled by Parks and Recreation Department receive a full refund.

If you cancel your registration before the registration deadline, Shakopee Parks and Recreation will refund your registration fee, minus a \$5 processing fee. No refunds will be given if a cancellation is requested after the registration deadline.

Confirmations

You can assume that you are in the class you registered for unless you receive a call to the contrary. We will call you only if:

- The class you have requested has reached its registration limit and you were placed on the waitlist.
- Your second choice was processed.
- Your registration form is incomplete.

For drop-off and mail-in registrations, please provide a self addressed stamped envelope with your registration form to receive a receipt confirming your registration.

HOPE Scholarship Program

Financial aid for qualifying residents with financial limitations is available. For more information please contact Judy Techam at 952-233-9506, Monday-Friday from 8 AM-4:00 PM. Applications are valid from September 1-August 30. Requests must be made one week before you plan to register.

Non-Resident Fee Policy

- **All participants living outside the city limits of Shakopee, (Jackson Township, Louisville Township, ISD #720, and other surrounding communities) must pay a \$10 non-resident fee for each program.**
- **This amount is per class and must be paid when registering. Non-resident fees are not applicable to one day events, field trips, youth associations or adult athletic leagues.**

Jackson & Louisville Township Resident Registrations:

- **Select the correct township discount option listed under the registration fee.**
- **The \$10 will be paid by the township at the end of the year.**

FAQ's

I have a Shakopee address, why am I not considered a resident?

Even though your mailing address is Shakopee, you reside in a township or adjacent town. Your tax dollars are not directed to the municipality of Shakopee. School District boundaries and City boundaries are not the same.

Why does a non-resident have to pay more than a resident?

Residents within the City limits have a portion of their tax dollars support City services. Slightly higher fees for non-residents are intended to keep the financial aspect 'fair'.

I live in Jackson/Louisville Township, why hasn't my township found a solution so I don't have to pay a non-resident fee?

They have! Both townships' officials are supportive of the benefits of Parks and Recreation and they support your involvement in programs. Each township pays the City the \$10 non-resident portion of your program fee at the end of each fiscal year.

What is Inclusion?

The City of Shakopee Parks and Recreation Department is dedicated to:

- Providing opportunities for everyone to be a valued customer and welcomed participant in programs, regardless of ability.
- Providing reasonable accommodations as needed.
- Providing the same choices and opportunities that other residents have.

Inclusion Process:

- Register for the desired program.
- Please indicate the participant's special need on the registration form.
- Contact Brad Eller at 952-233-9507 three weeks prior to the start of the program to discuss strategies for inclusion and for staff to gather information about the participant. You may be asked to complete a confidential intake assessment in order for staff to gain appropriate information about the participant's abilities.

