

Refund Policy

- **Facilities/Shelters/Fields** – JCC Parks and Recreation will grant a refund for shelters/facilities/fields that are canceled seven days prior to reservation date. A ten percent processing fee will be assessed.
- **Class/Trip** – To receive a refund/credit voucher, a request form must be submitted seven days prior to the class start date. They can be faxed to 259-5420. All refunds/credit voucher requests will be assessed a \$5 administrative fee. Pre-purchased goods are non-refundable. Documentation will be required for requests due to illness, injury, relocation, or family emergency made after the deadline.
- **Passes** – The Division will grant a refund for illness, injury, family emergency or relocation (over 35 miles) minus a 10 percent processing fee. Passes will be prorated from date of purchase. Documentation is required. Freezing may be allowed at the discretion of the Center Administrator and will only be done for medical reasons or leaving the area for more than 30 days with required proper documentations. Passes must have been active for a minimum of 30 days before freezing.
- **REC Connect Before/After School and Summer Camps** – A credit voucher, not a refund, will be issued if there is a change of payment status or no services were rendered due to injury, illness, or family emergency. The Before and After School is a flat fee rate program – a credit voucher will only be issued if a child misses the full week. Documentation will be required. A \$5 administrative fee will be charged. A credit form must be filled out within seven days (hand-stamped or postmarked). A refund will only be given for relocation over 35 miles.

Annual Activity Waiver

- Covers the entire family.
- Only needs to be completed and signed once a year.
 - Once your household's waiver is on file, you can call-in or register online for available activities. Registration forms are required for all walk-in business in addition to Before/After School and Total REC Camp Classes.
 - The waiver is available at all Parks and Recreation locations, Satellite Services, as well as downloadable from our website. The Annual Activity Waiver allows you to list everyone in your household on one easy form. Dependents 18 and older will be required to complete a separate form. Bring your completed waiver and photo identification to any of our sites for processing. Once your waiver is on file, you can register for activities by telephone, fax, on the web or in person. A signed waiver also permits JCC Parks and Recreation to take photographic images of adults and children participating in Division programs for promotional uses.

Nondiscrimination/Inclusion Statement

The JCC Division of Parks and Recreation provides leisure opportunities and recreation programs which are open and accessible to all County citizens regardless of sex, religion, socioeconomic status, and/or level of physical or mental ability. Persons with disabilities are encouraged to recreate with their peers by taking any class listed in this brochure; see page 4 for details.

Financial Assistance Policy

All JCC and Williamsburg residents may apply for a discount on program activities. Residents wishing to apply for the discount will be required to complete our Financial Aid Application form and provide proof of income annually. Income eligibility information and Financial Aid Application forms are available at any JCC Parks and Recreation facility. For more information on JCC Financial Assistance Policy, call 259-5414.

Location Key

BMS	Berkeley Middle School, 1118 Ironbound Rd.
CBB	Clara Byrd Baker Elementary, 131 Ironbound Rd.
CRP	Chickahominy Riverfront Park, 1350 John Tyler Hwy.
DJM	DJ Montague Elementary, 5380 Centerville Rd.
FP	Freedom Park, 5535 Centerville Rd.
GST	Greensprings Interpretive Trail, 3751 John Tyler Highway
JBB	J. Blaine Blayton Elementary School, 800 Jolly Pond Rd.
JCWCC	James City/Williamsburg Community Center, 5301 Longhill Rd.
JHS	Jamestown High School, 3751 John Tyler Hwy.
JR	James River Elementary School, 8901 Pocahontas Trail
JRCC	James River Community Center, 8901 Pocahontas Trail
LCRP	Little Creek Reservoir Park, 180 Lakeview Rd.
MCP	Mid County Park, 3793 Ironbound Rd.
MES	Matoaka Elementary, 4001 Brick Bat Rd.
MW	Matthew Whaley Elementary, 301 Scotland St.
NES	Norge Elementary, 7311 Richmond Rd.
RB	Rawls Byrd Elementary, 112 Laurel Lane
Satellite	Services Office, 3127 Forge Road, Toano
SES	Stonehouse Elementary School, 3651 Rochambeau Rd.
SHS	Stonehouse Stables, 12116-A Forge Road
SWRMC	Sentara Williamsburg Regional Medical Center, 5301 Longhill Rd.
TMS	Toano Middle School, 7817 Richmond Rd.
UCP	Upper County Park, 180 Leisure Rd., Toano
WL	Williamsburg Library, 515 Scotland St.
WNGC	Williamsburg National Golf Course, 3700 Centerville Road
WSC	Warhill Sports Complex, 5700 Warhill Trail

Registration Policy

Classes fill up quickly! To register for any class you must have an annual activity waiver on file. If class/activity is cancelled, you will be notified by phone. You may transfer to another class or request a credit voucher. Allow four weeks to receive your refund. Registration confirmation will not be sent by mail. Please assume you are in the class unless otherwise notified. If minimum enrollment is not reached one week prior to starting date, the class will be cancelled. If class/activity has not reached maximum, registration will be accepted up to the start of the second class period unless otherwise noted.

4 Ways to Register

1. ONLINE REGISTRATION

jccEgov.com/recreation, under "Recreation Links." To register online you'll need your household number, password, class numbers from the Parks and Recreation brochure and a credit card. To obtain your household ID number and password just visit or call the



3. PHONE IN/FAX IN

Phone-in credit card processing is available by calling 887-5810, on weekdays between 4-8pm. On weekends, call 259-4200 between 1-5pm. It is recommended that registrations by FAX (JCWCC 259-4199 or JRCC 887-1652) be sent during the hours listed under walk-in procedures.



2. MAIL-IN

Make checks payable to JCC Treasurer and mail to:



James City/Williamsburg Community Center
5301 Longhill Road
Williamsburg, VA 23188



JCWCC at 259-4200 or the JRCC at 887-5810. JCC uses the latest online payment security.

Please pay by check (payable to JCC Treasurer) Visa, MasterCard, American Express, cash or money order.

Registration



4. WALK-IN

JCWCC, 5301 Longhill Road
Monday-Thursday 6am-9pm
Friday..... 6am-8pm
Saturday 9am-6pm
Sunday 1-6pm

JRCC, 8901 Pocahontas Trail
Monday-Thursday 4-9pm
Friday..... 4-8pm
Saturday and Sunday..... closed

Satellite Services Office in Toano,
3127 Forge Road
Monday-Friday..... 8am-5pm

Registration Form (Payment must accompany registration form.)



Household Name _____
Mailing Address (check if new) _____
Home Phone _____ Work Phone _____
E-mail Address _____

James City/Williamsburg Community Center
5301 Longhill Road
Williamsburg, VA 23188
259-4200 Fax: 259-4199

ADA Accommodations Needed (Register at least 3-weeks before the activity date).
Residency: JCC Williamsburg York Other

Participants in JCC Parks and Recreation programs may be photographed for promotional purposes.

Participant Name	Class Title	Class Activity #	Location Code (see Location Key)	Fee
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Payment Type: Cash Check Charge Total _____
I authorize James City County to charge: MasterCard American Express VISA Card Number _____
Card Holder Name (please print) _____
Expiration Date _____ Card Holder Signature _____

See refund policy and registration information in this activity brochure.

FOR STAFF USE ONLY: Waiver Expiration Date _____ CSA Initials _____