



RCC CLASS/WORKSHOP REGISTRATION INFORMATION



4 EASY WAYS TO REGISTER:

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

Online: www.restoncommunitycenter.com • Please Note: Online registration is not available during priority registration period.

REGISTRATION SCHEDULE

Fall: August 1 Residents/August 8 Non-residents

Winter/Spring: December 1 Residents/December 8 Non-residents

Summer Camp: February 1 Residents/ February 8 Non-residents

Summer: May 1 Residents/May 8 Non-residents

SMALL DISTRICT 5

- 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.

PRIORITY RESIDENT REGISTRATION

- Priority registration for Small District 5 residents and/or employees will be the 1st-7th of each scheduled registration month.
- Registration received during this time will be processed daily by a randomized lottery.
- Due to the large number of registrations received, availability is not immediately known.
- RCC will not process your payment until your enrollment has been confirmed.

NON-RESIDENT REGISTRATION

- Non-Resident registration follows the end of priority resident registration and will be processed using a randomized lottery.

PROGRAM FEES

- Program fees are listed in this guide as resident/non-resident (e.g., \$2/\$4).
- Seniors (ages 55 and up) 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 Senior Programs, Adult & Family trips, or drop-in programs.
- Patrons under age 55 can register for Senior Programs if space is available after priority registration. Program fees will be doubled.

REGISTRATION FORM

- Family members living in the same household should complete a single registration form.
- Patrons residing in separate households who wish to enroll in the same class must complete separate registration forms and staple them together.

PAYMENT

- Payment is required upon registration.
- Pay by cash, check (payable to the Reston Community Center), money order, MasterCard or VISA.
- Cash payments cannot be accepted during priority registration.
- Unless stated, supply fees are in addition to registration fees.

CONFIRMATION

- Confirmation for registrations will be provided.
- The confirmation will indicate if you are waitlisted or enrolled.

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.

REFUND/CANCELLATION POLICY

- Written refund requests received 14 days or more prior to the start of a class or workshop will receive a full refund less a 20% processing fee.
- Refund requests received less than 14 days before the start of a class or workshop will be granted (less a 20% processing fee) only if another registration is received in its place.
- No refunds given for any class or workshop with a fee of \$10 or less.
- Refund checks will be issued by Fairfax County in 4-6 weeks.

INCLEMENT WEATHER POLICY

RCC follows Fairfax County Govt. and Public Schools inclement weather decision-making with respect to all staff-led and registered programming. Rental activities, RCC events, trips and tours are affected individually and typically we make every attempt to honor those commitments if we can do so safely and the County has not closed all facilities. We advise our patrons and rental clients to call the RCC at 703-476-4500 for the most complete information.

If Fairfax Co. Govt declares unscheduled leave for employees:

- Early bird swimming and all classes are cancelled.
- Make-up classes will be scheduled if possible.
- No refunds will be issued.
- Rental activities are unaffected unless cancelled by the rental client.

If Fairfax Co. Govt. or Public Schools are delayed in opening:

- Early bird swimming and all classes scheduled prior to Noon are cancelled.
- No refunds will be issued.
- Normal programming and operating hours resume at Noon.
- Rental activities are unaffected unless cancelled by the rental client.

If Fairfax Co. Govt. or Public Schools declare "early closing":

- All classes/workshops scheduled after 5 p.m. are cancelled.
- No refunds will be issued.
- Normal programming and operating hours resume the next day pending other weather-related announcements.
- Rental activities are unaffected unless cancelled by the rental client.

If Fairfax Co. Govt. is closed:

- RCC will be closed.
- All classes are cancelled; Make-up classes will be scheduled if possible.
- No refunds will be issued.

ADA ACCOMMODATIONS

Fairfax County's programs, services and facilities are available to all citizens regardless of race, color, national origin, sex, age or disability. For additional information regarding reasonable accommodations and support provided to facilitate participation for individuals with disabilities, call 703-476-4500 or TTY 800-828-1120. Request for accommodations must be received 10 working days prior to the class start date.

CLIENT 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.

