

When and How to Register!

Registration Info for Classes



Web

Online registration for residents begins at 8am for all classes on 5/12/2021

Go to: registration.arlingtonva.us

Pay by e-check or credit card:



No Carry-In

Carry-ins will NOT be accepted

Non-Resident Registration

Begins 5/14/2021 at 8am

Non-Residents pay \$20 more than the listed fee.

INTERNATIONAL REGISTRATIONS

For security reasons, our registration system does not allow for connections outside the United States. If you know you will be traveling internationally during our registration period and would like to register for a class or two, please contact the Department of Parks and Recreation (703.228.4747) in advance, or mail in a registration form for processing.



Mail-In

Processing begins 5/12/2021 at 8am

Complete Registration Form and mail anytime to 3700 S. Four Mile Run Dr., Arlington, VA 22206

If the course is scheduled to meet within seven days, call or carry in the registration.

Forms must be received by 5pm on 5/11/2021 in order to be processed in the random draw beginning at 8am next day. Forms received after deadline will be processed in the order received, after all random-draw forms have been processed. Please do not mail in a form if you plan to register online. Our staff cannot process registrations in your account while you are logged in, and your registration will not be processed and they will move on to the next registration.



Phone-In

5/12/2021 at Noon

Credit cards only (Visa, Discover and MasterCard)

Have class numbers ready before calling 703.228.4747 (voice) option 1 or 711 (TTY), Monday-Friday, 8am-5pm

We no longer accept American Express or process faxed registrations.

ONLINE REGISTRATION PROCESS - You must have an account to register online. New customers: visit registration.arlingtonva.us to establish an account. Confirmations are sent via email or mail, the day they are processed.

If you already have an account: You will need your ID & password. If you know your household ID, you can use the automated ID/password reminder function on the online registration system. If you have forgotten your user ID and password, contact the main registration office (703.228.4747 option 1 or registration.arlingtonva.us). Please ensure that your contact information is correct—we use it to communicate important program announcements (if a spot becomes available in a waitlisted class, if a class gets cancelled/added, etc.)

TECHNICAL PROBLEMS - Idle web sessions time out after 5 minutes. If your session times out or, you logout, ALL pending registrations in your households are removed. Please have only one computer logged into your household account when you are registering. If you experience a technical problem, please send us a detailed email including name of participant, desired class, and best contact information at registration.arlingtonva.us within 3 days of the registration day. All emails will be compiled and resolved within 5 business days.

WAITLIST - Once a class has reached maximum capacity, you may enroll in a waitlist. We do use waitlists to expand capacity in current or future programs. Once a spot becomes available, you will be contacted via email or phone (the information that we have on your household account) and will be given up to 24 hours to respond before the next person on the wait list is offered the available spot. Wait listed participants can be contacted starting a week after first day of registration and up to the start of the second class. After the second class, all waitlists are voided. If the first class has already started, fees will not be prorated for past classes (you will be charged the full price) and there is no opportunity to cancel or transfer after the first scheduled class. Being on the wait list does not guarantee enrollment.

HOLD HARMLESS AGREEMENT - All participants need to sign one at the time of registration or the first day of class. Adults must sign for children. Refusal to sign this agreement will prohibit participation in the program.

FEES - Payment is required at the time of registration. Checks or money orders are payable to Treasurer, Arlington County. The registrant's name, address and phone number must appear on each check. Pursuant to Arlington County Code, an assessment fee of \$50 is charged for a returned check, this includes returned eCheck payments made online. Acceptable charge payments are VISA, MasterCard or Discover. Arlington residents 55 and over receive a 30% discount on the fee shown in the Enjoy Arlington catalog unless otherwise stated.

PLEASE NOTE: If you have a balance on your household account, you will be unable to

register for future enrollments. Please contact the Department of Parks and Recreation at 703.228.4747 or registration.arlingtonva.us prior to the next registration.

REDUCED FEES - Class fee reductions are available on a sliding scale based on household income and size. Annual income verification is required. For application qualifications, guidelines and procedures, call 703.228.4747 option 1 or go online—<https://parks.arlingtonva.us/request-fee-reduction/>—to apply. Fee reductions are not applicable to all programs and you must be approved before registering for a class, camp or program. No retro fee reductions, which means we will not adjust your fees if you apply for a fee reduction after you have already registered for classes.

REFUNDS - No refund fees are charged for cancellations the first 5 days (Wed.-Sun.) after the start of online registration; after this date, all refunds will be assessed a \$20 administrative fee. Deadline for all cancellations is 48 hours after the scheduled first class by calling 703.228.4747 option 1. No refunds, credits or transfers after deadline. No refunds or credits if participants are unable to attend a class or one session class or workshop. Per your request, credit card charges will be refunded directly to the credit card. Full refunds will be processed within 30 days when classes are canceled by Department of Parks and Recreation due to insufficient enrollment or other unforeseen reasons, or upon request when schedule or location changes made by Department of Parks and Recreation prohibit or limit your attendance. Refunds for medical reasons must be accompanied by a physician's note and shall be considered on a case by case basis. Check refunds may take longer to process. If you choose a household credit, you should use it for other programs within one year. We are required by Virginia law to turn that credit over to the state if you have not given us explicit direction on what to do with the credit.

REQUESTING MODIFICATIONS - Arlington County is committed to providing accessible programs to all of our participants. If you require a modification for a disability, please call 703.228.4740 or email TRinfo@arlingtonva.us. Advanced notice is welcome.

CHANGES, CANCELLATIONS AND CLOSINGS - Classes may be cancelled for a variety of reasons: low enrollment, on County holidays, in case of storms or other dangerous conditions, or at the discretion of the instructor. County-wide cancellations will be broadcast online at parks.arlingtonva.us, Facebook, Twitter, eNews, Channel 74 (Comcast Cable) and at 703.228.4715. You may also be notified by email. Please keep your household contact information up to date as we use this information to contact you directly if classes are cancelled. We will contact you one-week prior to the start date if a class is canceled due to low enrollment. Due to the early publication deadline, instructors may be changed before classes begin.

AGE EXEMPTIONS - At this time, no age exemptions will be approved.

Find Out if You Qualify for a Fee Reduction

Current Processing Locations and Hours:

Fee reductions may be processed at these locations, but not registrations.

Fairlington Community Center

3308 S Stafford St., 22206

Closed on Tuesdays

Langston-Brown Community Center

2121 N Culpeper St., 22207

Closed on Thursdays

Madison Community Center

3829 N. Stafford St. 22207

Closed on Fridays

Thomas Jefferson Community Center

3501 2nd St. S., 22204

The Arlington Parks and Recreation Call Center 703.228.4747 is your one-stop-shop for registration and facilities scheduling needs.

The new system informs you of your place in the queue during high volume times, provides more agents available during peak times, and gives Spanish speakers direct access to assistance. For registration services press 1.

Registration Form

ARLINGTON
VIRGINIA

DEPARTMENT OF PARKS
AND RECREATION

Mail-In Registration

You need an account number to use the mail-in option. Processing dates are first come, first served, following eligibility criteria for registration dates. Please note: If you have a balance on your household account, you will be unable to register for future enrollments. Please contact the Department of Parks and Recreation at 703.228.4747 or registration@arlingtonva.us prior to the next registration.

1. Account Information

Parent/Guardian Name _____
Account Number _____
E-Mail _____
Phone Number _____

2. Participant(s) Registration

Name: _____
Date of Birth: _____
Gender: _____
Need modification for disability? Yes No

1ST CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

2ND CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

3RD CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

Name: _____
Date of Birth: _____
Gender: _____
Need modification for disability? Yes No

1ST CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

2ND CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

3RD CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

Name: _____
Date of Birth: _____
Gender: _____
Need modification for disability? Yes No

1ST CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

2ND CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

3RD CHOICE

Class Name _____
Activity #: _____
Days: _____
Time: _____
Location: _____
Fee: _____

3. Payment

Send this form with payment to:

**Department of Parks and Recreation
Administrative Services Office
3700 S. Four Mile Run Drive
Arlington, VA 22206**

NOTE: Payment for these classes are due by 5pm, the day of this enrollment. If staff are not able to reach you for payment, or you do not pay your balance due online directly, your enrollment will be cancelled.

Check here if you wish to pay by check or money order

You can pay by e-check online or include a check or money order with your registration form. Checks and Money Orders should be made payable to Treasurer, Arlington County. For security purposes, check and money orders will be processed upon receipt, for the amount of your enrollment and the amount added as a credit on your account until your registration is processed. If you are waitlisted for a class and would like a refund, please call the Registration Office at 703.228.4747

Check here if you wish to pay with a credit card online

Upon successful enrollment, a receipt will be sent to your email address on file. You can then sign-on to your account online and pay the balance due

Check here if you would like a member of our staff to contact you for payment