



Anderson Township Park District

Program Registration Information

Program Information

- Programs and registration take place at the Beech Acres Park RecPlex, 6915 Beechmont Ave, unless otherwise noted.
- The ATPD may cancel or alter programs pending registration numbers or inclement weather.
- Programs with advanced registration are on a first come, first served basis. Space may be limited.
- Pets are not permitted indoors or at posted events.
- Bad weather? Activity Status Hotline: (513) 357-6629 x1.

Registration Options:

- **Walk in:** Stop by our Recreation office (Beech Acres Park RecPlex, 6915 Beechmont Ave.) during business hours, Monday – Friday, 8:30 am – 5 pm.
- **24-Hour Drop Box:** A drop box is located near the RecPlex entrance. Please indicate the program for which you are registering on your envelope, drop it in the box, and raise the red flag when finished.
- **Mail in:** ATPD, Beech Acres RecPlex, 6915 Beechmont Ave, 45230
- **Online:** www.AndersonParks.com
- **Fax:** (513) 231-4190

Registration confirmations

Registration confirmations will be mailed or e-mailed once a registration has been processed. This may take 3-5 business days. **If you don't receive a confirmation, please give us a call: 513-388-5082.**

Payments

- **Cash:** In person only
- **Credit Cards:** MasterCard or Visa
- **Checks:** Made payable to the Anderson Township Park District
- **Returned Checks:** There is a \$25 fee for all returned checks

Refund Policy

- Full refunds will be given for all programs cancelled by the Anderson Township Park District.
- Refunds must be requested 2 business days prior to any one-day event or program.
- Refunds must be requested prior to the second meeting date of a program/class session.
- A \$10 administrative fee is withheld from all refunds, in addition to prorating remaining program dates.
- Once a program begins, special consideration may be made for life-altering situations. A prorated refund would apply.
- Personal absences are forfeited and will not be refunded.
- Registration of a class acknowledges participant accepts these terms.

Photo & Video Use

Registration of a class acknowledges participant's authorization for the ATPD to publish any pictures or video taken of the participant during the program.

Age Requirements

All programs and classes have age requirements. The Anderson Township Park District reserves the right to dismiss any child from a program who is not mature enough to handle any event, program or class.