

registration policies & procedures

at the
Sabes JCC

Registration deadline is two weeks prior to class start date.

*Registrations might not be accepted after this time. Form(s) must be filled out COMPLETELY for registration to be accepted. Please use a separate form for each participant.



sabes jcc
minneapolis

HOW TO REGISTER

IN PERSON: Registration for all classes may be made in person at the Sabes JCC during normal business hours. All registration forms should be placed in a registration form box at the front desk, the health and fitness desk, or inside of the ECC. The registration boxes are checked each weekday.

BY MAIL: Complete the registration form and return it to the Sabes JCC - attention Heather Saulsbury- with credit card information or check payable to the Sabes JCC.

BY PHONE: Phone registration may be made during regular business hours by calling 952.381.3432. If leaving a message leave your name, phone number, detailed information about which class you are registering for. You will receive a return call for payment information.

CLASS SIZE

Many classes are subject to minimum and maximum registration limits. Class size may be limited to provide maximum benefit to participants. In the event of insufficient enrollment, the Sabes JCC reserves the right to cancel a class.

Classes with low enrollment will be cancelled after the registration deadline one week prior to class start date. Children enrolled in cancelled classes will be given the option to transfer with no administrative fee. If transferring into a higher priced class, the difference will be expected at the start of the first class. The Sabes JCC hopes to continue to increase the classes we offer you and your family throughout the year. Unfortunately, classes may be cancelled due to low enrollment or tardy registrations. We have established this system in the hopes that we can encourage early registration to ensure our classes are held as scheduled. So, if you find a class for you or your child that sounds like fun - why not get a friend involved!

PARENT PICK-UP

PLEASE NOTE: Children in the 6th grade or younger may not be unattended in the JCC. Unless a child is enrolled in the ECC or HaBonim, it is expected that the child will be picked up at the end of class. Unsupervised children dropped off more than 5 minutes early or picked up more than 5 minutes late will be charged \$1 per minute for extended care. You may not be allowed to enroll in future programming until this fee is paid in full.

CANCELLATIONS/REFUND

If the Sabes JCC cancels a class prior to the first class meeting, all enrollees will receive a refund. In most cases, if the Sabes JCC cancels one or more classes after the session has begun, a make-up class will be scheduled or members will be issued a voucher. If the Sabes JCC is forced to cancel classes or close due to forces beyond our control, such as power outage or severe weather, classes will NOT be rescheduled or reimbursed. If there is a question as to whether a class will be refunded or made-up, please contact Robyn Plotsker at 952.381.3432 or rplotsker@sabesjcc.org.

You may voluntarily withdraw from a class up to three weeks before the first meeting. Your withdrawal must be submitted in writing. If you have further questions contact Robyn Plotsker at 952.381.3432. Refunds will be mailed within four weeks of request. There will be no refunds as of three weeks before the first class meeting.

The Sabes JCC reserves the right to cancel any participant's registration or dismiss a participant whose conduct, influence, or behavior is deemed unsatisfactory. There are no refunds given for such dismissal.

WHO QUALIFIES FOR MEMBER RATES

In order to qualify for the member rate or for member-only classes, you must maintain a valid membership at the Sabes JCC for the duration of your participation in a class or program.

If your membership expires during the course of a program or class, you must renew your membership in order to qualify for the member rate. If you choose not to continue your membership, you must pay the difference between the member rate and the program participant rate in order to register for the program or class.