

## Therapeutic Recreation Pricing, Cancellation, and Change Policy

We have found that we need to have a policy for late and changed therapeutic recreation registrations for the following reasons: When WMLC receives registration changes with short notice, adding or deleting staff, changing reservations and transportation arrangements, ensuring complete emergency information is where it needs to be, changing records and invoices, communicating all of the changes to all of the right people, etc., create a very difficult undertaking that takes time and focus from our programming. We hope and trust that you will understand that this policy is in place in order to provide better overall service to all of the clients we serve.

**Registration Policy:** Please contact us as early as possible to help ensure that we have adequate staffing for the event. A minimum of three days prior to the event would be preferred. Clients requiring 1:1 assistance during these events may need to provide even further advance notice.

**Cancellation Policy:** If a client's participation in a Therapeutic Recreation event is cancelled or changed without 48 hours' notice, a cancellation fee of \$25 will be charged. If WMLC has to prepay a non-refundable activity fee in advance to reserve a seat, ticket, room, etc., for your child, the activity fee will be charged regardless of time of notice unless WMLC is able to recruit another client from the waiting list to take your child's place. If a client does not show up for an event, and there's no advance notice, there will unfortunately be no refund.

Therapeutic Recreation prices will be as follows:

**Sleepovers (ages 8+) ..... \$195\***

\*Please note: Prices do not include outing fees or spending money.

If you have any questions or concerns, please contact The Therapeutic Recreation Coordinator, Ryan Medeiros, at [rmedeiros@wmlc.biz](mailto:rmedeiros@wmlc.biz) or contact the WMLC Excelsior Office at 952-474-0227 from 8am until 4pm Monday through Thursday. Please fill out a registration form or contact the WMLC Office to register for Therapeutic Recreation events.

**Online Registration is available for sleepovers at [www.wmlc.biz](http://www.wmlc.biz)**

