



## West Side Recreation and Park District

500 Cascade Place P.O. Box 1406 Taft, CA 93268  
Phone (661) 763-4246 Fax: (661) 763-4240  
E-Mail: [wsrpd@bak.rr.com](mailto:wsrpd@bak.rr.com) Website: [www.wsrpd.com](http://www.wsrpd.com)

January 14, 2010

**To:** Class & Program Participants  
**From:** West Side Recreation & Park District Staff  
**Subject:** **Late Payment Policy**

We are happy to have you and your family as participants in one or more of the District's programs. In order to operate more efficiently, and make the registration process easier, it has become necessary for the District to implement a late payment policy effective March 1, 2010.

- 1) **Monthly Classes:** Fees are due by the 10<sup>th</sup> of each month. If paid after the 10<sup>th</sup>, a \$5 late fee will be assessed. In addition, students may not attend class until fees are paid.
- 2) **Sports Programs:** Fees are due by specified program registration deadlines. Registration after deadlines is not guaranteed. If space is available, a \$5 late fee will be assessed.
- 3) **Youth Activities:** Fees are due by specified program registration deadlines. Registration after deadlines is not guaranteed. If space is available, a \$5 late fee will be assessed.
- 4) **Session Classes:** Fees are due prior to the first date of the class session or specified registration deadline. Registration after the first class meeting is not guaranteed. If space is available, a \$5 late fee will be assessed.

### **Important Information for Scholarship Recipients**

For ongoing monthly classes, once you are approved for a STOP scholarship, you are responsible for coming to the District Office no later than the 10<sup>th</sup> of each month to pay your 25% portion of the fees. After the 10<sup>th</sup>, STOP funds will be temporarily forfeited and you will be responsible for the full class fees that month. As per policy above, a \$5 late fee will also apply.



***\*\*For your convenience, the District Office now offers several different payment options. We accept CASH, CHECK, VISA, MASTERCARD, & DISCOVER. Call the District Office at 763-4246 for more details on one of these easy and convenient payment methods! We can even process your payment over the phone! Note: All checks are now processed electronically.***

Thank you again for your support of District programs and activities. If you have any questions or concerns regarding the new policy, please contact the District office as soon as possible at 763-4246 or [info@wsrpd.com](mailto:info@wsrpd.com).