Registration Options & Information

THREE WAYS TO REGISTER

Registration is first come, first served. Online registration is your best opportunity for getting into the program of your choice!

1. **ONLINE: www.KirklandParks.net**
   Available beginning March 14, 6:00am
   When enrolling online, please sign your electronic waiver and print your receipt when prompted.

2. **WALK-IN**
   OPEN at 8:00am
   - North Kirkland Community Center
     12421 103rd Ave NE
   - Peter Kirk Community Center
     352 Kirkland Ave
   - Parks & Community Services Dept.
     Kirkland City Hall
     123 Fifth Ave

3. **PHONE-IN**
   AVAILABLE at 8:00am
   Please have class number and credit card information ready.
   Monday–Friday
   8:00am–5:00pm
   425.587.3336

**Facility Information**

- **Parks & Community Services**
  Kirkland City Hall
  123 Fifth Ave
  425.587.3300
  Mon–Fri, 8:00am–5:00pm

- **North Kirkland Community Center** (NKCC)
  12421 103rd Ave NE
  425.587.3350

- **Peter Kirk Community Center** (PKCC)
  352 Kirkland Ave
  425.587.3360

- **Parks Maintenance & Operation Office**
  1129 Eighth St
  425.587.3340
  Mon–Fri, 6:30am–3:30pm

**Electronic Waivers**

- We now have electronic waivers that can be signed online.

**Resident & Non-Resident Fee Structure**

- Registrants with a Kirkland postal address are considered Residents. Non-Residents who work within the City limits are eligible for the resident rate.

**Peter Kirk Community Center Special Events**

- Unless otherwise noted, special event tickets will be available until 5:00pm seven working days prior to the event (no tickets will be sold the day of the event).
- Special event tickets are not refundable or transferable.

**Parks & Recreation Refund / Credit**

- Refunds are granted if request is made at least five (5) business days prior to the start of class, less a $10.00 administrative fee. Fee applies to each class withdrawn. Please Note: Classes paid for by check or cash will be refunded by check and must be in amounts greater than $10.00.
- 100% Refund if class canceled by Parks and Recreation.
- Class withdrawal requested less than five (5) business days prior to the start of class will result in a refund of 50% of the registration fee. Fee applies to each class withdrawn.
- No refunds for classes that cost less than $10.00.
- No refunds will be issued on or after the first day of class.

- Transfers must be requested five (5) business days prior to the start of class (except swim class notification of new level by swim instructor.)
- Online registrants please note: Parks and Recreation staff must process transfers. Online enrollments resulting in withdrawals are subject to withdrawal policies listed above. You can print your receipt when prompted to do so at end of registration process.
Accommodation of Disabilities
The City of Kirkland is committed to accommodating citizens with disabilities and special needs. Kirkland Parks and Community Services will make every reasonable effort to ensure that programs are accessible. If you need assistance participating in our activities, please call us at 425.587.3300. TTY/TTD 425.587.3111
Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.
Title VI: Kirkland’s policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.
To request an alternate format, file a complaint or for questions about Kirkland’s Title VI Program, contact the Title VI Coordinator at 425.587.3011 or titlevicoor@kirklandwa.gov.

Disclaimer
This schedule of classes is published for information purposes only. We strive to produce the most accurate brochure possible. However, some program information may have changed after this brochure has gone to print. We will make every effort to notify students of the changes.
The City of Kirkland complies with the State of Washington’s “Fair Play in Community Sports Act” (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Any questions or comments please contact the Parks and Community Service Director.

Inclement Weather
The safety of program participants is a primary consideration when determining if programs should be canceled due to inclement weather, poor or icy road conditions, poor air quality, or other event which jeopardizes participant and employee safety. The City of Kirkland follows the lead of the Lake Washington School District when determining cancellations during the school year. Outside of the school year, City staff will evaluate conditions and make the appropriate decision to cancel or delay programs. When air quality levels are deemed unhealthy by The Environmental Protection Agency (EPA) all outdoor classes and programs will be canceled. The Peter Kirk Pool will be closed, and beaches will not be staffed by lifeguards during periods of poor air quality. Classes and programs will be rescheduled if possible. Refunds will be considered on an individual program basis but not guaranteed.

Kirkland City Council
Penny Sweet, Mayor
Jay Arnold, Deputy Mayor
Tom Neir
Toby Nixon
Dave Asher
Jon Pascal

Kirkland Park Board
Rosalie Wessels, Chair
Kelli Curtis, Vice Chair
Kobey Chew, Youth Representative
Jason Chinchilla
Richard Chung
Uzma Butte
Susan Baird-Joshi
Kevin Quille

ON THE COVER: Come sail away on Lake Washington! Pictured are sail camp participants and Sail Sand Point instructors preparing to head out from Waverly Beach Park in 2018. Kirkland Parks and Community Services partners with Sail Sand Point to provide sailing camps for ages 6-15. Additional information about all the fun summer camps offered is contained within. Inset: The South Asian Interactive Wellness Program on Fridays at PKCC. For more information email directorcommunity@iaww.org.