

WAUKEE COMMUNITY EDUCATION REGISTRATION INFORMATION

Register Early

Prompt registration helps avoid disappointment when classes fill quickly or when a class must be cancelled due to low enrollment.

Pre-Registration

Please pre-register for all classes or call ahead for availability as some classes have enrollment limits. Also, pre-registration requires payment- we are not able to just “hold a seat” for students. Thank you for understanding.

Mail-In Registration

Send registration and payments to
Waukee Community Education
560 SE University Ave.
Waukee, IA 50263.
Please make checks payable to Waukee Community Schools.

On-Line Registration

Register and pay for classes online at www.waukeeschools.org/commed

Confirmations

Once you have submitted your registration forms and completed payment you are registered for the class unless we notify you otherwise. To help keep our classes reasonably priced, we do not send out confirmation notices by mail. If you register online, you do receive an email confirmation.

Refunds

Requests for refunds for a class, program, or activity must be made 48 hours prior to the class session. When a timely refund

request is submitted, a \$5.00 administration fee will be deducted from the original amount paid by the participant.

The Waukee Community Education Department reserves the right to cancel classes if there is insufficient enrollment. If that should occur, a full refund will be given. No refunds will be made after the registration deadline for tours or trips.

Weather Cancellations

Classes are automatically cancelled when Waukee Schools are closed due to weather, holidays, or during breaks. Classes cancelled because of weather will be made up when possible.

Changes Cancellations

You will be notified if there are changes in your class or if a class is cancelled. Please make sure we have email and cell phone number so we may contact you.

Class Participants with Special Needs

If special physical accommodations are needed please let us know when registering and we will try to satisfy them.

Attendance and Apparel~ Waukee Academy Only

Parents are requested to report student absences to Community Education at 515-987-2761. Students may wear casual dress during Waukee Academy events. It is expected that clothing worn be neat, clean, and appropriate for school purposes.