

REGISTRATION and IMPORTANT INFORMATION

- **REGISTER EARLY!!!** Most programs have limited enrollments. Besides not getting into the program, nothing cancels programs more than waiting until the last minute to register, as classes may have been cancelled due to poor enrollment. It is recommended that your registration form and fee be received two weeks prior to the start of the program.
- Programs with insufficient registration will be cancelled three (3) business days prior to the program starting date.
- REGISTRATION HOURS: Monday - Friday from 8:30am to 4:00pm.

REGISTRATION WILL BEGIN ON SEPTEMBER 7, 2011

Any registration received by mail prior to September 7th will be considered part of that day's mail.
PLEASE NOTE that this could result in a particular program being filled prior to your application being processed.

- Unless otherwise noted in the individual program descriptions, registration will be taken in person at the Yorktown Parks and Recreation Office or by mailing a completed registration form and correct fee to:

Yorktown Parks and Recreation Department
176 Granite Springs Road, Yorktown Heights, NY 10598

- Under no circumstances will anyone be allowed to participate in any of the programs unless he/she first registers with the Yorktown Parks and Recreation Department and pays the appropriate fee. Registration will not be taken at the class by instructors.
- Incomplete registrations are subject to being returned to the sender.
- **When multiple sessions are offered, you may not re-register for the next session until two weeks prior to the start of that session.**
- Phone registrations WILL NOT be accepted for fee-based programs.
- Checks or Money Orders are to be made payable to the: Town of Yorktown Parks and Recreation Department.
- The Department may use photos taken during event programs unless otherwise notified in writing.

RESIDENCY:

- A resident is defined as one who **resides** within the town limits.

NON RESIDENTS:

- If space is available in a program 5 days prior to the start of that program, non-residents will be allowed to register by paying a 20% surcharge. For non-fee programs, a \$10.00 charge will be assessed, unless otherwise stated.

NEW RESIDENTS AND NEW REGISTRANTS:

- If you have moved into the Town of Yorktown within the last year AND/OR have never registered for a program, **PROOF OF RESIDENCY** is required when registering. All mail-in and walk-in registrations must be accompanied by a driver's license along with a current utility bill, credit card statement, bank statement or closing papers. Renters must show their rental agreement.

SENIOR CITIZENS:

- Senior Citizens (Ages 60 and over who are permanent Yorktown Residents) will receive a 20% discount on programs where the fee schedule indicates a **"Senior Citizen Discount applies."** Proof of Senior Citizen status (photo-copy of Driver's License) must be submitted with registration in order to be eligible for the discount, unless Senior Citizen status has been previously established with our office.

RETURNED CHECKS:

- A \$20.00 service charge will be assessed for all checks returned to the Recreation Department. Returned checks **cannot be redeposited**. Cash or Money Order will be required to replace the returned check and service charge.
- After three (3) returned checks from a household, all future payments must be made in cash.

INSURANCE:

- The Town of Yorktown maintains a standard liability insurance policy that does not cover medical costs for anyone injured during the normal course of participation in any Recreation Department program or facility. ALL persons participate at their own risk.

CANCELLATIONS:

- Information concerning weather related cancellations will be put on our answering machine at 245-4650 after 4:30pm. When possible, we will also announce cancellations on WHUD 100.7 FM.
- **PLEASE NOTE:** If public schools are closed, Yorktown Recreation programs held in school facilities will also be cancelled. Check with the Department for all other cancellations.

REFUNDS/CREDITS: Will be given only under the following conditions:

- A full refund/credit will be given if the program is cancelled by the Parks & Recreation Department prior to the program starting.
- All refund/credit requests stating the reason for the refund/credit must be made in writing, by the halfway point of the program, to the Superintendent of Parks & Recreation for consideration. **If a refund/credit is granted, it will be pro-rated based on the date the request is received.**
- No refund/credit will be considered once a program is half over.
- **A \$20.00 processing fee for all approved refunds will be assessed, except for programs cancelled by the Parks & Recreation Department.**
- **A \$10.00 processing fee for all approved credits will be assessed, except for programs cancelled by the Parks & Recreation Department.**
- If a participant becomes ill or injured for an extended period of time, a full or pro-rated refund/credit (**less processing fee**) will be made based on the date the request is received. A doctor's medical note (no faxes, e-mails or copies) must accompany the request, and the request must be made prior to the end of the program.
- **Refunds/Credits will not be given for scheduling conflicts.**

Town of Yorktown Parks and Recreation facilities are accessible to the physically disabled. Any disabled resident needing special assistance should call the Recreation Department.

Watch for our 2012 Spring/Summer Brochure to be mailed at the end of March.