

REGISTRATION INFO

NO PHONE REGISTRATION:

March 1 - 22

RESIDENT PREFERENTIAL ONLINE REGISTRATION BEGINS:

March 2 • 9:00am

RESIDENT LOTTERY DEADLINE IS:

March 12 • 5:00pm

RESIDENT "GRACE PERIOD" FIRST COME, FIRST SERVED BASIS:

March 15 - 19

NON-RESIDENT ONLINE REGISTRATION BEGINS AND REGISTRATIONS RECEIVED BY MARCH 19, 5:00PM PROCESSED LOTTERY STYLE ON:

March 19 • 5:00pm

OPEN REGISTRATION BEGINS:

March 22 • 8:30am

DOWNLOAD THIS CATALOG AT: www.ci.piedmont.ca.us

NEW POLICIES FOR TRANSPORTATION



Thank you for being so supportive of our transportation program.

We have offered this service at no charge in recent years, but the time has come that we must charge for this service again. The fee for summer is \$15 per week if you sign up at least 5 working days ahead.

Otherwise, the charge will be \$5/day if there is space. You must include a check or give us credit card information before we can process a transportation request.

—
YOU MUST SIGN UP FOR TRANSPORTATION AT LEAST FIVE WORKING DAYS IN ADVANCE OF THE FIRST DAY YOUR CHILD NEEDS TRANSPORTATION.
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NO CHILD WILL BE TRANSPORTED WITHOUT A COMPLETED AND SIGNED FORM. NO EXCEPTIONS!
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Transportation by van is offered for students from Beach Schoolmates and from Recreation programs marked with a .

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 Arrangements can also be made by parents to pick their child up at the end of the Recreation class. We do not transport to non-Recreation Department Programs.

We will not accept drop-in transportation requests.

For transportation questions or changes, please call Transportation at 510-388-5087 or Penny Robb at 510-420-3075.

ONLINE REGISTRATION

The Piedmont Recreation Department is excited to offer PIEDMONT residents a chance to register early online for most summer programs. *

Piedmont residents may register early on-line for most summer programs.* This special registration period begins Tuesday, March 2, at 9:00am, ten days before the lottery registration. There is a sliding scale convenience fee charged by Active.com to use this non-refundable service. With online registration you get preference and immediately confirmation that your child is in the requested class(es).

Residents have first choice for all classes and in order to register online you must establish an account 24 workday hours prior to actually registering and only adults need an account. To create an account, go to the url address bar and type **activenet.active.com/piedmontrecreation**.

Follow the directions to set up an account. Use a password that is at least 6 characters and contains at least one letter and one number. It can take up to 24 hours for account verification so be sure to create an account early.

You will receive an approval email from us which you need to open **and click to activate**. Then use the same internet address activenet.active.com/piedmontrecreation to access your account. In addition to registering for classes, you can also go to "my account" in the top right corner and check any classes/programs for which you have already registered. This is the place to get a list for tax purposes but only for programs starting after 1/1/07.

If you are a Piedmont resident and do not have access to a computer and wish to take advantage of early online registration, please contact: Penny Robb at 420-3075 or Mark Delventhal at 420-3073.

* EXCEPTIONS for online registration are T-Ball, Transportation, and Pre-School (FirstStep, Tiddlywinks, Playschool, TotZone, and Pre-K).

TRANSPORTATION REGISTRATION FORM 2010

June 21- August 20 (9 weeks) • No Schoolmates August 23-27

YOU MUST SIGN UP FOR TRANSPORTATION AT LEAST 5 WORKING DAYS IN ADVANCE OF THE FIRST DAY YOUR CHILD NEEDS TRANSPORTATION.



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Please complete a separate form for each child.

Childs Name	Age	Date of Birth	Weight (if under 6)					
Parent/Guardian Name 1	Daytime Contact Number	Parent/Guardian Name 2	Daytime Contact Number					
Recreation Class Title	Code Number	Dates	Start Time	End Time	Pick up my child from schoolmates	Return my child to schoolmates	I will pick up my child from class	Fee \$5/ day or \$15/ week
Total Fee								

Consent: Children under 6 years of age must ride in Recreation Department booster seats, unless they weigh in excess of 60 pounds. I am authorizing such transportation for my child. I realize that such a program has certain risks involved and that every effort will be made to safeguard the participants and their equipment. However, no amount of precaution taken by staff can ensure the safety of participants unless all of the participants obey the rules. Participants are expected to understand the rules as well as their responsibilities to others participating in this program. If a child is disruptive, causes discipline problems, or is found in violation of any safety rules established by the driver, s/he may be suspended or terminated from the Recreation Department Fee Class Transportation Program. I also understand that although every effort will be made to deliver students "on time", students may from time to time arrive late for class.

I have read and understand and hereby agree to abide by the rules and terms of this contract.

Method of Payment

Check American Express Visa MasterCard Cash

Signature _____

Card Number _____

Expiration _____ Amount _____

We now have the ability to email receipts. We will also be emailing information regarding teams, cancelled classes due to low enrollment, a class cancelled due to instructor illness and other issues that might arise. Email addresses given to us before January 3, 2007 did not transfer to our new software. All emails are confidential.

Email _____

Signature _____ Date _____

PIEDMONT RECREATION DEPARTMENT

358 HILLSIDE AVENUE, PIEDMONT 94611 • FAX: 510-420-3027 • PHONE: 510-420-3070 • WWW.CI.PIEDMONT.CA.US

PRESCHOOL REGISTRATION FORM ONLY

FALL 2010 FIRSTSTEP, PLAYSCHOOL, TIDDLYWINKS & PRE-K

NO INTERNET REGISTRATION FOR THESE PROGRAMS.

Choice	Code Number	Child's Name	Date of Birth	Sex	Activity Name	Day	Time	Fee
Please pay for first choices only								Total Fee

Adult Name First _____ Last _____ Child's last name if different _____

Home Address Street _____ City _____ State _____ Zip _____

Phone Day _____ Evening _____ Mobile _____ Emergency Phone _____ Relationship _____

I have read the preschool registration information on page 8. I agree to follow all of the guidelines set forth for the registration of my child(ren) in the program(s) listed above.

Signature _____ Date _____

Consent: I hereby absolve the City of Piedmont, its employees, and officers from all liability that may arise as the result of my participation in the above mentioned activities, and in the event that the above named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing absolve the City of Piedmont, its employees, and officers from such liability. Please contact the office if your child has special needs. An unsigned registration will not be processed.

I have read the registration instructions and policies on page 44 and agree to abide by them. I also understand that the City of Piedmont Recreation Department occasionally takes photos of department programs and that these photos may include me or my child. I hereby authorize use of these photos for promotional or marketing purposes at the discretion of the Piedmont Recreation Department.

Method of Payment

Check Cash
 MasterCard Visa
 American Express

Signature _____

Card Number _____ Date _____

Expiration _____ Amount _____

Signature _____ Date _____ Email _____

NO PHONE REGISTRATION:

March 1-22

RESIDENT PREFERENTIAL INTERNET REGISTRATION BEGINS:

March 2 • 9:00am

RESIDENT LOTTERY DEADLINE IS:

March 12 • 5:00pm

RESIDENT "GRACE PERIOD" FIRST COME, FIRST SERVED BASIS:

March 15-19

NON-RESIDENT ONLINE REGISTRATION BEGINS AND REGISTRATIONS RECEIVED BY MARCH 19, 5:00PM PROCESSED LOTTERY STYLE ON:

March 19 • 5:00pm

OPEN REGISTRATION FOR ALL BEGINS:

March 22 • 8:30am

REGISTRATION

1. Fill in all information on the form. Incomplete and/or illegible forms will not be processed.
2. More than one participant may be listed on the form.
3. Include second choice classes if desired. A second choice is an alternative in case your first choice is closed/full. Indicate a first choice with a 1 and a second choice with a 2. You will be registered for all first choice classes unless they are closed/full.
4. You may register for more than one session at a time. Some classes fill up for both sessions early.
5. Sign and date permission/release form.
6. Enclose your check or charge card information for first choice classes only, payable to Piedmont Recreation Department.
7. For Piedmont residents starting March 2 at 9:00am internet preferential registration at activenet.active.com/piedmontrecreation begins. Random/lottery resident pre-registration cut off date is March 12. Send to or drop off completed registration form: Piedmont Recreation Department, 358 Hillside Avenue, Piedmont, CA 94611. FAX to 510-420-3027. March 15-19 late resident registrations are processed in the order received. Non-resident pre-registration received through March 19 are processed lottery style on March 19. Registration continues for all after March 19.
8. Confirmations/receipts will be mailed or emailed once your registration is completely processed. Please check them for accuracy.
9. All cancellations and transfers must be made a minimum of five working days prior to the first class meeting. After this time no refunds are issued other than for classes cancelled by the Recreation Department. All refunds are charged a processing fee. Classes up to \$75 are charged \$7.50 and each class over \$75 are charged 10% of the fee. Transfers after this five day period may only be made from a class over the minimum enrollment requirement to a class of equal or greater cost.
10. Please notify instructor of any disabilities your child may have.
11. If placed on a waiting list, you may not attend the class unless you are notified that a space is available.

RANDOM/LOTTERY REGISTRATION

The Recreation Department has a fairness policy to ensure that all residents will have an equal opportunity to enroll in classes. The four step process begins with internet registration, then a pre-registration period for residents only with registrations chosen randomly—lottery style. In the third phase, late resident registrations are accepted on a first come, first serve basis for residents only. Phase four is open registration for residents and non residents. Please see above for registration dates and deadlines.

LEAVING CHILDREN AT PROGRAMS

Please do not drop children off at a program or location unless you are sure a staff member is present. Children should also be aware of where to get assistance (such as the office or other staff member) if they need help.

EQUAL ACCESS POLICY

The Piedmont Recreation Department is proud to provide quality recreation programs to all Piedmonters on an equal opportunity basis. Our programs are also available to non-residents on a space available basis. Registration, facility allocation, and general support is free of preferential treatment, gender bias or any other type of discrimination. If you have any questions about this policy or wish to register a complaint, you are encouraged to notify any member of the Recreation Department Staff, the Recreation Department Head (420-3070) or the Office of the City Administrator (420-3040).

LATE PICKUP POLICY

Children not picked up at the end of a program are subject to late charges. A copy of this policy is available upon request.

LICE

If your child has lice and/or has been dismissed from school he/she will be unable to attend any programs until cleared.

PIEDMONT RECREATION DEPARTMENT

358 HILLSIDE AVENUE, PIEDMONT 94611 • FAX: 510-420-3027 • PHONE: 510-420-3070 • WWW.CI.PIEDMONT.CA.US

T-BALL FORM ONLY

Code Number	Child's Name	Date of Birth	Sex	Activity Name	Fee
3845.541				T-Ball	
3845.541				T-Ball	
3845.541				T-Ball	
3845.541				T-Ball	
3845.541				T-Ball	
Total Fee					

Adult Name First Last Child's last name if different School Grade

Home Address Street City State Zip

Phone Day Evening Mobile **Emergency Phone** Relationship

Consent: I hereby absolve the City of Piedmont, its employees, and officers from all liability that may arise as the result of my participation in the above mentioned activities, and in the event that the above named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing absolve the City of Piedmont, its employees, and officers from such liability. I agree to and understand that refund or transfer requests must be made five working days prior to the first class meeting unless classes are canceled by the Recreation Department and exceptions cannot be made to this policy. Please contact the office if your child has special needs. An unsigned registration will not be processed. I have read the registration instructions and policies on page 44 and agree to abide by them. Refunds: I understand that there is a fee charged to process refunds and that refunds will only be made if requested five working days or more prior to the first class meeting. I also understand that the City of Piedmont Recreation Department occasionally takes photos of department programs and that these photos may include me or my child. I hereby authorize use of these photos for promotional or marketing purposes at the discretion of the Piedmont Recreation Department.

Method of Payment

- Check Cash
 MasterCard Visa
 American Express

Signature

Card Number

Date

Expiration

Amount

Signature

Date

Email

Relationship

School

Grade

Emergency Phone

Mobile

Day

Evening

Street

City

State

Zip

Child's last name if different

School

Grade

