

TRANSPORTATION REGISTRATION FORM 2012

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

FALL I FALL II WINTER SPRING

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

NO CHILD WILL BE TRANSPORTED WITHOUT A COMPLETED AND SIGNED FORM. NO EXCEPTIONS!

Thank you for being supportive of our transportation program.

Transportation begins at 1:30pm, there is no transportation for morning classes.

The fees will be \$50/session excluding the February/Spring Break Camps which will be \$15/week. It will be \$5 for one day of transportation.

You must include a check or give us credit card information before we can process a transportation request.

Please complete a separate form for each child.

Childs Name _____ Age _____ School _____ 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	Days	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 \$50/ session \$15/ week only at break
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.

Signature _____ Date _____

Method of Payment

Check American Express Visa MasterCard Cash

Signature _____

Card Number _____

Expiration _____ Amount _____

Forms will not be processed without payment. 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. Emails are confidential.

Email _____

NO PHONE REGISTRATION AVAILABLE UNTIL PRE-REGISTRATION IS COMPLETE:

Wednesday, January 4-Thursdays, January 19

RESIDENT ONLINE REGISTRATION BEGINS:

Wednesday, January 4 • 9:00am • activenet.active.com/piedmontrecreation

RESIDENT REGISTRATION RECEIVED BY JANUARY 10 PROCESSED LOTTERY STYLE ON:

Tuesday, January 10 • 3:00pm

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

Wednesday, January 11-Thursdays, January 12

NON-RESIDENT ONLINE REGISTRATION BEGINS:

Friday, January 13 • 9:00am

NON-RESIDENT REGISTRATION RECEIVED THRU JANUARY 19 PROCESSED LOTTERY STYLE ON:

Thursday, January 19 • 3:00pm

OPEN REGISTRATION FOR ALL:

Friday, January 20 • 8:30am

DOWNLOAD THIS CATALOG AT:

www.ci.piedmont.ca.us

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. Send to or drop off completed registration form: Piedmont Recreation Department, 358 Hillside Avenue, Piedmont, CA 94611. FAX to 420-3027 or for residents starting January 4 online registration at activenet.active.com/piedmontrecreation. Random/lottery resident pre-registration cut off date is January 10 at 3:00. January 11-12 late resident registrations are processed in the order received. Non-resident online registration begins January 13 at 9:00am. Non-resident pre-registrations received through January 19 are processed lottery style on January 19 at 3:00. Registration continues for all after January 20.
8. Confirmations/receipts will be 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 is 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 have an equal opportunity to enroll in classes. The four step process begins with internet registration. Secondly is a pre-registration period for residents only with paper 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/SICKNESS

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

MAKE-UP CLASSES

If classes are cancelled by the Recreation Department or classes are rained out those days are made up after the end of the session. If more make-ups are due than can be scheduled, credits are issued.

ONLINE REGISTRATION INSTRUCTIONS

The Piedmont Recreation Department is excited to offer Piedmont residents a chance to register early on-line for most winter and spring programs.* This special registration begins Tuesday, January 4, at 9:00am, a week before the lottery registration. There is a sliding scale convenience fee charged by Active.com to use this service. With online registration you know immediately if your child is in the requested class(es).

In order to register on-line you need to have an account prior to registering. If you do not have an account, here are the directions.

Go to the url address bar and type activenet.active.com/piedmontrecreation (no http or www). 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.

Once you get the approval from us you need to read through it **and click to activate it from your side**. Then use the same internet address activenet.active.com/piedmontrecreation (no http or www). 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 1/2/07.

If you are a Piedmont resident and do not have access to a computer and wish to take advantage of early on-line registration, please contact Penny Robb 420-3075 or Mark Delventhal 420-3073 by December 30, 2011.

*EXCEPTIONS for online registration: Transportation, PMS Sports, and Pre-School Programs.

PIEDMONT RECREATION DEPARTMENT REGISTRATION FORM

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Code Number	Child's Name	Date of Birth	Sex	Choice 1, 2	Activity Name	Day	Time	Fee	
Please pay for first choices only								Total Fee	

Van Transportation
 Please complete the transportation form on page 22. You must sign up for transportation at least 5 working days in advance.

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

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, Piedmont Unified School District, 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 23 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. If you do not want your child's photo used, please contact the Recreation Department.

Signature _____ Date _____

Please check any program for which you would like to have materials mailed to you:

- PMS Track & Field-0001.462 2-4 Grade Basketball-0001.065
- PMS Spring Tennis-0001.463 T-Ball-0001.062
- PMS Spring Break Tennis-0001.464

Method of Payment

Check American Express Visa
 Cash MasterCard

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. All emails are confidential.

Email _____

PHONE REGISTRATION (for staff use only)