

NO PHONE REGISTRATION:

December 30-January 14

RESIDENT ON-LINE REGISTRATION BEGINS:

Thursday, December 31 • 9:00am • www.ci.piedmont.ca.us

RESIDENT PRE-REGISTRATION DEADLINE IS:

Monday, January 11 • 5:00pm

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

Tuesday, January 12-Thursday, January 14

NON-RESIDENT ON-LINE REGISTRATION BEGINS & REGISTRATION FORMS

RECEIVED THRU JANUARY 14 PROCESSED LOTTERY STYLE ON:

Thursday, January 14 • 5:00pm

PIEDMONT RECREATION OR ON-LINE REGISTRATION GO TO:

activenet.active.com/PiedmontRecreation or www.ci.piedmont.ca.us.

Pay with Visa, MasterCard or American Express.

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 December 31 internet registration at www.ci.piedmont.ca.us. Random/lottery resident pre-registration cut off date is January 11 at 5:00. January 12-14 late resident registrations are processed in the order received. Non-resident pre-registration received through January 14 are processed lottery style on January 14 at 5:00. Registration continues for all after January 14.
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 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.

ON-LINE 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 Thursday, December 31, at 9:00am, ten days before the lottery registration. There is a sliding scale convenience fee charged by Active.com to use this service. With on-line 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, 2009.

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

