



Town of Penetanguishene Recreation & Community Services Department

P.O. Box / C.P. 5009 - 10 rue Robert Street ouest / West, Penetanguishene, ON, L9M 2G2

Phone: (705) 549-7453 Fax: (705) 549-3743 Email: recreation@penetanguishene.ca

YOUTH PROGRAM REGISTRATION

Please print neatly

Participant Last Name:				First Name:					
Date of Birth: Day		Month		Year		Current Age:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Mailing Address:							Town:		
Postal Code:				CELL <input type="checkbox"/> HOME <input type="checkbox"/> Phone #:					
Email Address (for important program updates/changes):									
Parent/Guardian Main Contact:						CELL <input type="checkbox"/> HOME <input type="checkbox"/> Phone #:			
Parent/Guardian Second Contact:						CELL <input type="checkbox"/> HOME <input type="checkbox"/> Phone #:			
Session #	Program Name	Day of Week	Program Start Date	Time	Price (Before HST)				
					\$				
					\$				
					\$				
I give permission for my child to be photographed as part of this recreation program for promotional use:									yes no
YOUTH T-SHIRT SIZE	XS (2-4)	SM (4-6)	M (7-8)	L (10-12)	XL (14-16)	Adult S	Adult M	Adult L	Adult XL
<i>*Size is not guaranteed*</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any medical/general health/behavioural concerns that the staff should be aware of? <input type="checkbox"/> YES <input type="checkbox"/> NO									
In order to assist our instructors/volunteer coaches, if you answered yes, please explain in greater detail below...									
I hereby release the Town of Penetanguishene, it's agents and staff from any claims for damages arising from any accident or injury which is caused by or arising from the participation of the applicant named above, during any program or in any facility or at any location where a program is being held. I also give permission for my child to be treated by emergency personnel in case of accident or injury.									
I am also confirming that I have read and understood all Program Terms & Conditions. **\$10 Administration Fee applies to all approved participant refund requests, per program and \$40 administration fee will be charged for any NSF cheque.									
Parent/Guardian Signature:						Date:			
NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used to register program participants. Inquiries may be directed to the Manager of Recreation Services @ 705 549-7453									
Visa/MasterCard #:						Expires:			
CVV Code#:			Card Holder Signature:						
FOR OFFICE USE ONLY					HST is applicable to all youth ages 15 years of age or older				
<input type="checkbox"/> CHEQUE #	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DEBIT	<input type="checkbox"/> CASH	<input type="checkbox"/> SUBSIDY	TOTAL		\$	
						(Including HST)			
Date Processed:					Employee Initial:				



TOWN OF PENETANGUISHENE PROGRAM TERMS & CONDITIONS

Registering for any Town of Penetanguishene Recreation & Community Services Department program constitutes acceptance of the Terms and Conditions contained herein and attached hereto.

HOW TO REGISTER

Register online at TOP.recdesk.com or fill out registration form and submit completed form WITH payment to the Town Hall in person, by fax or email.

LIMITED SPACE

Each class varies with the number of spaces available, please register early to avoid disappointment. Submission of a registration form does not constitute immediate acceptance into the program. Registrations will be processed in the order they are received and those who register in person on opening day will be served prior to forms submitted by email/fax. Due to the high volume of registrations, you will only be contacted if there is a problem with your registration. An email will be sent to all registered participants prior to the start of your program to confirm the program details. Once a class has been filled, interested registrants will be placed on a waiting list in order of the date registrations are received. Registrations will be accepted until the class is full, and late registrations are welcome, but subject to availability.

AGE OF PARTICIPANT

Activities and programs are designed for a specific age group, and are often based on specific skill levels. Please respect the age guidelines. For all programs, the participant must be the age stipulated in the program description prior to the program starting. Programs have been developed to serve the best interest of all participants in our classes. Please contact the Recreation & Community Services Department if you have any questions.

MISSED CLASSES

We try our best to not cancel any classes during our planned sessions, but unfortunately some instances are out of our control that require classes to be canceled and may include; Instructor Illness/Availability Poor Weather Conditions Facility Closure/Not Available Emergencies. If a class is canceled during the session, we will attempt to provide a make-up class, but please note that in some instances, this may not be available and no refund will be provided. Classes will be scheduled to operate in all types of weather conditions. If a class is canceled due to poor weather, an email will be sent out to all participants and if time permits a phone call to those with no email address on file to notify you of the cancellation. If you do not hear anything, then assume the class is running, or you may call Town Hall weekdays prior to 4:30 pm to verify 705-549- 7453 or stay up to date by following the Town's Facebook page @Penetanguishene

MODIFICATIONS/CANCELLATIONS

The Town of Penetanguishene reserves the right to modify/cancel programs, even after registrations have been processed, due to insufficient enrollment in a class, or for operational needs. Refunds will be processed for any classes that get canceled by the Town, prorated on the percentage of the course remaining.

PARTICIPANT BEHAVIOUR

Our programs are committed to providing a safe and respectful environment for all participants. Therefore, any form of physical violence or aggression will not be tolerated. Unless explicitly required by the program (e.g., touch football), there should be no physical contact between participants. Both program instructors and participants should feel safe and free from any sense of threat or intimidation at all times.

In instances where a child demonstrates undesirable behavior that is common for their age and stage of development, a warning may be issued before considering removal from the program. Our aim is to support the healthy development of all participants while maintaining a safe and inclusive environment for everyone involved.

LOST OR STOLEN ARTICLES

The Town is not responsible for any damage to, or loss of any property brought onto the premises.

PAYMENT

- Payment can be made online through RecDesk, using Visa or Mastercard. Please note that a 2.5% convenience fee will be applied to your credit/debit card when registering through RecDesk. This fee is not collected by the Town of Penetanguishene, and you will not see it on your final invoice processing screen.
- In person payments at designated town facilities will be accepted in the form cash or cheque payable to the Town of Penetanguishene, VISA, MasterCard, or Debit.
- The Town of Penetanguishene will charge an administrative fee of \$45.00 for cheques that are returned to us by the bank. If this should occur, your registration will be null/void until you replace your original cheque with Cash/Debit/Visa/MasterCard, in the amount of the total program registration fee plus the \$45.00 administration fee.

WAIVER

In consideration of the acceptance of my application and the permission to participate in a program sponsored by the Recreation & Community Services Department, Town of Penetanguishene, I hereby waive and forever discharge the Corporation of the Town of Penetanguishene, its employees, agents, instructors, officers, and elected officials from all claims, damages, costs and expenses in respect to injury or damage to my person or property, however caused, which I may sustain as a result of my participation in the program, provided such claims are not caused by the negligence of the Town of Penetanguishene. The Town of Penetanguishene reserves the right to use photographs of recreation programs for promotional use.