

Westfield Recreation Department's REGISTRATION INFORMATION

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Registration will be accepted from the date of the program brochure's release. Instructional classes are open on a first come, first served basis. **Early registration is strongly recommended.** Program fees must be paid at the time of registration (exact cash, check or money order). Make checks payable to the Westfield Recreation Department. Enrolled participants should attend the first class as scheduled in the brochure - no confirmation is mailed to you. Children must meet the age requirements listed for the programs by the first day of the program unless the program description indicates otherwise. Watch for ongoing announcements on the department's website, the local papers, and flyers distributed through Westfield schools. Program registration forms may be downloaded from the Department's website.

REFUND POLICY

A request for refund, due to personal reasons, must be made in WRITING five (5) business days (Monday - Friday) before the program begins. A \$5.00 service charge, amount may vary for specific programs, will be assessed per participant/per activity for all requested refunds, or you may choose to receive a credit (no service charge will be issued on credits). Refunds will NOT be issued once the program starts. Full refunds are granted in the event that a class is full or canceled by the Recreation Department. Refunds will not be issued for 1-day workshops, seminars, or special events. There will be no cash refunds. Refunds will be by Town check and returned according to the Finance Department's bill-paying schedule through the mail (allow 4 - 6 weeks for a refund check to be processed).

PROGRAM CANCELLATIONS

The Recreation Department reserves the right to cancel, postpone or combine any program due to insufficient registration or other causes that may affect the health, safety or welfare of the program participants. A full refund will be issued for programs canceled by the Recreation Department (allow 4 - 6 weeks for processing refund). Every effort will be made to notify registrants of program cancellations. If schools close due to inclement weather, all classes or events held in school facilities will be canceled.

To find out the status of evening programs call the Recreation Department, (908) 789-4080 by 4:00p.

REGISTERING FOR A PROGRAM

Please read carefully the special registration requirements available for each program offered in this brochure.

Program registration forms may also be obtained on the department's website:

<http://www.westfieldnj.gov/recreation> or at the Recreation Department Monday through Friday 8:30AM-4:30PM.

**Keep for
your records**

★ PROGRAM: _____ Dates: _____ Cash/Check: _____ Staff/Date: _____



WRD PROGRAM REGISTRATION FORM

PROGRAM NAME: _____ DATES: _____ FEE: _____

PARTICIPANT NAME: _____

PARTICIPANT AGE: _____ D.O.B. ____/____/____ GRADE: _____

STREET ADDRESS: _____ PHONE #: _____

EMERG. NAME: _____ EMERG. # (_____)

PARENT/GUARDIAN NAME: _____ CELL# (_____)

EMAIL ADDRESS: _____

FEE ENCLOSED: \$ _____ CHECK # _____ CASH _____

PROGRAM RELEASE: I certify that the participant listed above is physically able to participate in the Westfield Recreation Department's programs. I hereby give permission for the participant listed to participate in the above named activity, as well as release the Westfield Recreation Department and the Board of Education, from any and all liability from injuries, which may occur while participating in any program.

PHOTO RELEASE: I, as the Parent/Guardian of the above named participant hereby authorize and consent to the use of his/her visual image by the Westfield Recreation Department for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and web-sites. I give this consent with no claim for payment. **Check this box if you DO NOT consent to the Photo Release.**

Signature of Parent/Guardian: _____ DATE: _____

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Refunds will not be issued for 1-day workshops, seminars, or special events. Refunds will be issued by Town check and returned according the Finance Department's bill-paying schedule through the mail (allow 4-6 weeks for an approved refund).

CHECKS PAYABLE TO: WESTFIELD RECREATION DEPARTMENT (Unless otherwise noted.)

(Registration form may be duplicated)