

Registration Form

Please PRINT all information. Make photocopies if additional forms are needed.
Incomplete forms will not be processed.

PARTICIPANT(S) INFORMATION		
LAST Name Only:		
Address:	City:	Zip:
Home Phone: ()	Day Phone: ()	
Emergency Contact	Relation:	Phone: ()
Name of Medical Provider (if applicable):		
Present Physician/Location (if applicable):		
Known Medical Conditions/Allergies:		
To have a receipt emailed to you, please provide your email address. Email:		
Do you also want Recreation programs & event info emailed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the participant(s) require any special accommodations to participate in these activities? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a Recreation Services staff person will contact you.</i>		
Photo/Video Release: I agree to allow the use of my/my children(s) photograph and/or video for program publicity. <input type="checkbox"/> Yes <input type="checkbox"/> No		

LIST ALL PARTICIPANT'S BELOW						
First & Last Name	Birthdate	Sex	Activity Code 1st Choice	Activity Code 2nd Choice	Activity Code 3rd Choice	Program Fee
						\$
						\$
						\$
						\$
						\$
If you would like a 1-year subscription to have the Activity Guide mailed to you, please include \$5 here:						\$
Would you like to make a donation to the Recreation Assistance Program (R.A.P) for fee assistance? Enter amount here:						\$
Processing Fee:						\$
Total here:						\$

CREDIT CARD PAYMENT	
I authorize the use of my credit card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex	
Name as it appears on card:	
Card #:	
Expiration Date (Month/Year):	
Signature:	Date:

PAYMENT BY CHECK
Please make check for first choice class(es). Make checks payable to: "City of Milpitas" Mail to: Class Registration, 457 E. Calaveras Blvd., Milpitas, CA 95035

DO NOT SIGN THIS DOCUMENT BEFORE YOU READ IT AS IT CONTAINS A WAIVER AND RELEASE OF LIABILITY TO WHICH YOU WILL BE BOUND.

I, _____ declare that I am the parent/legal guardian of _____.

I, the undersigned, do hereby agree to allow the individual(s) named herein to participate in the aforementioned activity(ies) and I further agree to indemnify and hold the City of Milpitas harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of or in any way connected with his/her participation in this activity. The undersigned further authorizes the administration of any first aid steps that may be deemed necessary by qualified personnel. I also grant full permission to the City of Milpitas to use the name and any photographs, videographs, motion pictures or recordings of the individuals named herein for any publicity and promotion purposes without obligation or liability to me. I verify that all the above information is true and accurate. I have read, understand and agree to all of the policies of Milpitas Recreation Services' in regards to Refund/Cancellations, Transfers, Late Pick-Ups, Camp and Workshop Refunds/Transfers, Code of Conduct and Discipline Plan, and Class Cancellations and Wait Lists listed in the current Activity Guide, on the website and/or on the back of this form. I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS WAIVER AND RELEASE AND I FULLY UNDERSTAND THAT, BY SIGNING BELOW, I AM WAIVING ANY RIGHT THAT I MAY HAVE TO BRING A LEGAL ACTION OR TO ASSERT A CLAIM AGAINST THE CITY OF MILPITAS FOR NEGLIGENCE ON BEHALF OF MYSELF AND THE INDIVIDUALS NAMED HEREIN.

Signature(s) _____ Date _____

Print Name(s) _____ Participant Parent Legal Guardian

OFFICE USE ONLY	Date Rec'd Staff	# of Checks Reg. #	Credit \$ Resident	Returned Check(s) Non-Resident	Rct.#	Rev 12/14

HOW TO REGISTER

Milpitas Residents

Registration begins 8:00AM on **Wednesday, January 20, 2016.**

Non-Milpitas Residents

Registration begins at 8:00AM on **Thursday, January 21, 2016.**

Download a registration form here:

- 1) Go to <http://www.ci.milpitas.ca.gov>
- 2) Select "Recreation Services" in the left side menu
- 3) Select "Class Registration" in the left side menu
- 4) Scroll down to "On-Site/In-Person Registration"
- 5) Click the link "Registration Forms"

Or type this URL directly into your internet browser:

<http://www.ci.milpitas.ca.gov/rec-forms/rec-reg-form.pdf>



ONLINE:

- Go to <https://activenet.active.com/milpitasrec>
- Create an account or simply start your search by typing in class titles or activity numbers!
- Refunds for classes registered online must still go through our recreation offices and will take up to 30 days for processing and return of payment. Transfers between classes are not available for online classes.



IN PERSON

- In-person registration begins 8:00AM on Wednesday, January 20, 2016, at the Milpitas Community Center, 457 E. Calaveras Blvd., Milpitas.
- Two forms of proof of residency in Milpitas is required:
 1. CA driver's license, and one of the following:
 2. Current utility bill, bank statement, or credit card statement.



BY MAIL

- Mail-in registrations will be randomly added to what was received that day.
- Mail completed form with payment, and proof of residency to: Class Registration, 457 E. Calaveras Blvd., Milpitas, CA 95035.



BY FAX

- Completed registration forms can be faxed to (408) 586-3295. Credit card payment and proof of Milpitas residency are required. Faxed registrations will be randomly added to the forms received on that day.

Transaction Fees

Totals under \$50.00 have a \$1.00 Transaction Fee

Totals over \$50.00 have a \$3.00 Transaction Fee

Online Transaction Fee

7% of Total

Minimum Age Requirements

Participants must meet the minimum age requirement for the program/class being registered for by the first day of class.

Late Registration

Registration will not be accepted after the second class.

Class Payments

Full payment is required at the time of registration. Payments can be submitted in the forms of cash, checks (payable to "City of Milpitas"), money orders and credit cards.

Material Fees

If the class has a material fee, the material fee is paid directly to the instructor on the first day of class, and is not refunded if you cancel/transfer out of the class.

Senior Discounts

Senior Citizens (50+ years) receive a 25% discount on all Recreation Services program participation fees, except trips, personal trainer services and Senior Center Programs.

Registration Confirmations

Registration receipts are emailed to those who provide email addresses on their registration forms. Receipts can be picked up in person as well. Receipts will not be mailed.

Special Accommodations

If you or a family member require special accommodations for a class registered for online, see the Special Accommodations on the information page to notify staff of the accommodation request.

My class was cancelled?

Unfortunately, classes are sometimes cancelled if there aren't enough registered participants. Please register early and avoid disappointment.

REGISTRATION POLICIES

REFUND/CANCELLATIONS

In order to receive a refund check, you must submit the Transfer/Refund Request Form to the office 10 calendar days prior to the first Class. "Class" shall mean all of the meetings for each separate activity per session.

- A \$10 service charge is withheld from each Class you are requesting a refund for. Material fees are non-refundable if you cancel/transfer out of the class.
- Refund/Transfer amounts up to \$10 will be issued as a credit on your Recreation Services' Account to be used for future Classes or programs. Refunds for amounts of \$10.01 and more will be issued as a refund check. You will receive your refund check in the mail in 30 days.
- Please Note: If your class payment was made with a credit card, refunds cannot be credited back to the credit card.
- For cancellations with less than 10 calendar days prior to the start of the program, you will be issued a credit on your Recreation Services' Account to be used for future Classes or programs, minus a \$10 processing fee for each Class cancellation. If the Class has started, you may cancel prior to the second Class meeting and receive a prorated credit on your account minus a \$10 processing fee. Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last Class to be eligible for a refund and will be prorated for Classes that were attended.
- Online registration transaction fees are non-refundable.
- All transaction fees are non-refundable
- Credits of \$15 or more expire after (3) three years. Credits of less than \$15 expire after (1) one year. Unclaimed credits will become City property.

TRANSFERS

Transferring from one Class to another Class is permitted without a processing fee, as long as the office is notified with a Transfer/Refund Request Form 7 calendar days prior to a Class starting and the programs are within the same registration season (spring, fall or summer). If the transfer request is made with less than 7 calendar days prior to the Class, a \$10 processing fee will be charged for each transfer.

CLASS CANCELLATIONS & WAITING LISTS

Should a Class not meet its minimum number of students within 3 days of starting, it will be cancelled. If a Class has reached its maximum capacity prior to your registration, you will automatically be placed on the waiting list without payment. Should an opening occur, Recreation will contact those on the waiting list, in order of placement and payment is required at that time. Being placed on the waiting list does not guarantee enrollment in the Class. Please do not go to the Class if you are on the waiting list.

LATE PICK-UP POLICY

For the safety of our participants, it is required that they are picked up on time at the end of each Class. Should the participant be picked up late, a \$10 late fee starting one minute after the end of Class will be charged, with an additional \$10 for every 10 minutes thereafter. Should the participant not be picked up within a half hour of the end of the Class, the Milpitas Police Department will be contacted. Late fees must be paid within three (3) business days, of receiving the late fee notice, otherwise your child will not be allowed to return to the Class/program.

CAMP & WORKSHOP REFUND / TRANSFERS

In order to receive a refund for a program that occurs for five (5) consecutive days or less, you must notify the Recreation Services Department 10 days prior to the beginning of the first day of the program and a full refund will be issued, minus a \$10 service charge. Refunds and/or credits will not be issued with less than 10 days notice. Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last day of Class to be eligible for a refund and will be prorated for Classes that were attended. Transfers will only be granted with 10 days notification prior to the beginning of camp/workshop.

CODE OF CONDUCT POLICY

All individuals are expected to abide by the 5 "C's" of the Code of Conduct; creating a fair, secure and friendly place to learn and play:

- **Care** - caring for self, others and the environment.
- **Courtesy** - speaking and behaving politely and kindly towards others; showing excellence in manners.
- **Consideration** - showing respect for self and others; tolerating others; thinking of the feelings/circumstances of others.
- **Cooperation** - contributing to a positive tone/image; accepting consequences when rules are broken; working, studying and playing cooperatively with others.
- **Common sense** - use common sense by stopping and thinking carefully before doing anything!

Violation of the Code of Conduct outlined above may result in disciplinary action, up to and including expulsion from Milpitas Recreation Services programs and facilities, forfeiture of fees, and financial restitution for any damage. In the case of a minor, parental responsibility will apply to all of the above actions.

DISCIPLINE PLAN

1. Behavior Incident

Intervention - Private, verbal warning.

2. Recurrence/Second Incident

Intervention - "Cool Off" Time/Removal from the group. Discussion of the incident with staff; when the participant deems himself/herself ready to follow the rules, he/she may re-join the group.

3. Recurrence/Third Incident

Parent phone contact by participant in the staff's/instructor's presence, indicating that the next incident will result in removal or suspension from the program. An Incident Report is completed by staff, documenting incident(s) and measures taken.

4. Recurrence/Fourth Incident

Coordinator/instructor will contact the parent to remove the participant from the program. The child will be eligible to return to the program once parent(s) have attended a conference with the Coordinator/Instructor.

The following behaviors will result in the IMMEDIATE REMOVAL of the participant:

- **Fighting** (hitting, punching, kicking, another participant, regardless of reason, or who hit first).
- **Physical abuse** of a staff member.
- **Direct abusive/obscene/profane language/gesture or behavior** to staff or participants.