

REGISTRATION PROCEDURE

Registration procedure is on a mail-in or drop-off basis utilizing the form in this brochure or on the town website, unless otherwise noted within the individual program description. Additional forms will be available at the Town Park, Recreation Center, and the Town Clerk's Office. All fees are noted within the program description.

PLEASE CAREFULLY READ AND FOLLOW ALL DIRECTIONS PROVIDED ON THE REGISTRATION FORM. If you have any questions, please call 724-0654.

Pre-Registration is on a first come, first serve basis. You must register before attending a program. Registration is **not** accepted by phone or in person. Indicate a **preferred and an alternate** time or session where applicable, especially for swim lessons, by using a number 1 (preferred choice) through number 3 (last choice). Actual placement in a session and class will depend on when form is received. If all class choices are full, your registration and check will be returned, and you may call the parks office for available class times.

PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE. WITHOUT ONE YOUR REGISTRATION IS INCOMPLETE AND WILL NOT BE PROCESSED. A COPY OF YOUR REGISTRATION FORM WILL BE RETURNED, WITH CONFIRMATION OF CLASS NOTED. ANY REGISTRATIONS RECEIVED AFTER THE DEADLINE WILL BE RETURNED.

Mail-in: Return entire registration form with payment and **self-addressed stamped envelope** to Town of New Hartford Department of Parks & Recreation, 48 Genesee Street, New Hartford, NY 13413.

Drop-off: Place form, payment, and **self-addressed stamped envelope** in a sealed envelope and put in drop box outside Park office, located in New Hartford Town Park, or Rec Center.

Late registration: May be available for some programs after the start of the program, at the program site.

Payment/Fees are due at the time of registration. Make checks payable to **Town of New Hartford**. Please issue a **SEPARATE CHECK** for each program. This will enable us to refund your money if one of the programs is full. We also accept Visa, MasterCard & Discover for mail in registration only. We cannot accept credit cards at the various program sites.

Refunds will be given if the instructor or the Town of New Hartford cancels a program. **NO REFUNDS** will be given after the start of the program.

Pre-Registration deadline- June 19th 2009

***PLEASE REGISTER FOR ONLY ONE SESSION PER PERSON, PER PROGRAM, TO ALLOW ROOM FOR EVERYONE TO PARTICIPATE. AFTER YOU HAVE COMPLETED AND PASSED ONE SESSION, YOU MAY THEN REGISTER FOR A SECOND SESSION AT THE CLASS SITE.**

***DO NOT REGISTER DIFFERENT FAMILIES ON SAME REGISTRATION FORM**

