

## WINTER 2011-2012

# • REGISTRATION INFORMATION •

### How To Register

**Register at least one week prior to the start of the activity, unless otherwise stated.**

It is important to pre-register for any activity found in this leaflet because sometimes an activity may be cancelled when there is not sufficient registration. **Never plan to attend the first class without pre-registering.**

**You may register online for many activities! Check our website at [www.bethelpark.net](http://www.bethelpark.net) for details!** When you get to the main page, please click on Recreation under Departments. There is a link to register online. **A nominal fee will be added for each online registration.**

You may register by mail for most of the activities in this leaflet. A mail registration form is provided. The participant's name, address (including zip code) and the telephone numbers (home and work/cell with area codes), should be listed. When there is choice of session, day or time, make sure to list your class preference and **put the appropriate activity code number on the registration form.** Most youth swim lessons DO NOT list activity numbers.

Please include the name of the person who is paying the fee for the activity, "**Payment From:**", and make check payable to: "**Bethel Park Recreation**", unless otherwise indicated. SIGNATURE of the participant or parent/guardian is REQUIRED.

Some activities will have a sign-up day, such as swimming lessons. For your convenience, registrations may also be dropped off at the Bethel Park Community Center front desk or at the Recreation Office in the Municipal Building. (You may use the mail slot in the Recreation Office door after hours.) **Individual telephone calls will not be made confirming registration.** The only time you will be notified is if there is a change or cancellation of the class or activity.

### Special Notice

The Department of Recreation and Leisure Services reserves the right to cancel, combine or divide classes, or to make other changes that become necessary and to do so without incurring obligations. Adjustments of fees will be made when classes are cancelled by the Department.

### When Programs Begin

In almost all instances, each activity will have a schedule with a beginning date. In those cases where time or day is not available, interested individuals should call the Recreation Office.

### When Fees Are Due

**All fees must be paid at the time of registration unless special arrangements have been made at the Recreation Office.** If registration is made by mail, be sure to include the activity fee and all information as required.

### Insurance Information

The Recreation Board does not carry health insurance to cover injuries incurred while participating in any activity. In most cases, hospitalization carried through your employer will cover these types of injuries. Participants are also responsible for their personal property. Valuables should never be left unattended.

### Returned Checks

Any check that is returned to the Recreation Office as "NSF" will be subject to a **\$30.00 replacement fee.** All "NSF" checks MUST be replaced within ten (10) working days or the person will be withdrawn from the roster.

### Residency Information

All Bethel Park residents are given preference in registering for programs offered in this leaflet. Classes that have a limited enrollment will be open to non-residents only if space permits. The Recreation Board reserves the right to refuse admission to any person who misrepresents residency, and will not give refunds to those individuals. Non-resident fees are set for each activity and should be paid accordingly upon registration.

### Refunds: Please read...

Refunds will only be given upon written request, received in the Recreation Office, prior to the beginning of the second class or practice session. Phone requests will not be accepted, nor does failure to attend a class constitute notification of intent to withdraw from a class.

**Send your request and a SELF-ADDRESSED STAMPED ENVELOPE to:**  
Bethel Park Recreation  
5100 West Library Avenue  
Bethel Park, PA 15102

All refunds are subject to a **service fee of \$5.00.** The Department will issue a credit letter to be applied to any non-contractual Recreation program for a six-month period in place of the refund, if the individual so desires. Exceptions for use of credit letters include contracted activities such as dog obedience, golf, ski trips or special ticket sales.

### Cancellation of Class

Participants should check with the Recreation Office for updated program information. **Individual phone calls will not be made to verify mail registrations.** Calls will be made **ONLY** for classes that have been cancelled due to lack of registrations.

### Use of Photos

Bethel Park Recreation provides opportunities for positive publicity by photographing / videotaping patrons at programs for use in local publications, newspapers or television.

If you prefer that you and / or your child **not be** photographed for publicity purposes, please notify Bethel Park Recreation in writing upon registration.

### Class Attendance

Attendance at class offerings is not mandatory. The Recreation Department recommends that an attempt be made to attend as many classes as possible. Generally, the only skill testing takes place in swimming and basketball programs. All advanced classes in any area are based upon successful completion of primary or beginning level instruction. Entrance at an advanced level is up to the discretion of the instructor. Placement is always made with the best interests of the participant in mind.

### Conduct

Participants are reminded that undesirable behavior or destruction of any property are reasons to expel the offender from a class or program. Parents are asked to remind children that they should not be in other areas of any building and to respect School District and Municipal property.

### No News Is Good News

**When you register for any of our terrific classes, don't wait by your phone or camp out by your mailbox.**

**The only time you will hear from us is:**

- \* **If there is a change in the time or day for your class**
- \* **If the class is moved, full or cancelled**

**So, if it is almost time for your class and you haven't heard from our friendly staff, that's GOOD NEWS. It means YOU ARE IN! You may call us at 412-831-1328 if you wish to confirm that we received your registration.**

### Board of Parks, Recreation and Leisure Services

Judy Kuzman, Chairlady  
Jeffrey Greer, Vice-Chairman  
James G. Benze, Jr. - James Gastgeb  
Debi Taylor - Bill Bonaccorsi  
Mary Ann McArdle - Joshua I. Armstrong

#### Monthly Meetings

The Board meets on the first Wednesday of each month at 7:00 PM in the Municipal Building unless otherwise advertised. Please contact the Recreation Office for specific meeting dates.

#### Department Administration

Charles H. Stover, Director  
Cathy Muscato, Assistant Director  
Mary Anne Kelton, Administrative Secretary  
Heather Ellwanger, Office Assistant  
Diane McAuley, Program Brochure Editor

William J. Spagnol, Municipal Manager  
Nancy Aloï Rose, Acting Superintendent  
Paul Dixon, Municipal Council Liaison  
Lorrie Gibbons, Municipal Council Liaison  
Chuck Scheuble, School District Liaison