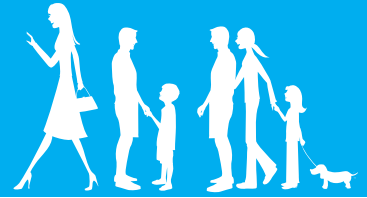


REGISTRATION INFORMATION



HOW TO ENROLL...

ONLINE

Residents August 17th **11:00am**
Non-Residents August 29th **11:00am**



Log on to: www.redwoodcity.org/parks

Go to "online registration"

You will need to set up an account and receive approval. Approvals are processed Mon-Fri 8:30am-5pm. You may then log on and register 24 hours a day, 7 days a week.

MAIL-IN

Residents Starting Now
Non-Residents August 29th



- Payment can be made by check or credit card. (Mastercard or Visa)
- Please do not send cash

Red Morton Community Center

1120 Roosevelt Ave.

Redwood City, CA 94061

FAX-IN

Residents Starting Now
Non-Residents August 29th



- Payment can be made by credit card **only** (Mastercard or Visa)

Red Morton Community Center

650.364.9980

WALK-IN

Everyone August 29th



- Payment methods: cash, check or credit card (Mastercard or Visa)
- Registration Hours:
 Mon-Fri 8:30am-4:30pm at Red Morton Center
 Mon-Thurs 12-8pm & Fridays 10am-6pm at Sandpiper

REGISTRATION INFORMATION

- Pre-registration (**3 days prior to the start date at the latest**) is required for all classes! In-class registrations will not be accepted.
- For Registration information call 780-7311.
- Register early! Many classes fill before their start dates.
- Classes may be cancelled if there is low enrollment.
- All registrations are taken on a first come first serve basis.
- Mail In & Fax In receipts will be mailed. We will not call you to confirm your registration.
- **Waiting lists** will be established if a program is full. If a space becomes available we will contact you. You will not be charged for the class unless you are enrolled. If you wrote a check for several classes and you are put on the waitlist, the remaining balance of your check will be automatically credited to your account for future use in our programs. If you would like a refund, please contact the department at 650.780.7311.

REFUND & CREDIT POLICY

- If a class is cancelled by the department, a full refund will be issued.
- Cancellations made **1 week prior** to the class start date will receive a refund less the \$5 cancellation fee.
- Students who wish to withdraw from a class **less than one week prior** to the start date will receive a department credit which may be applied to any future recreation department activity, less the \$5 cancellation fee. **SINGLE DAY WORKSHOPS CANNOT BE REFUNDED AT THIS TIME.**
- A **\$5 per class** cancellation fee will be charged for processing refunds.
- In general, no refunds or credits will be issued after the class begins.
- Students who are dissatisfied with a program for any reason must fill out a program evaluation prior to receiving a credit so we can make the class better in the future. Credits and refunds will be evaluated on a case by case basis by the program supervisor.

This policy applies to our fee based recreation programs and not to: Adult sports leagues, building/facility rentals & fees, food concessions, special events, recreational (open) swimming, aerobics and fitness passes, trips and class materials fees.

HOW TO READ OUR CLASS LISTINGS

Fee	Senior Fee	Number of classes			
\$65	(\$50 SR)	• 12 classes			
03.401	Tu	1-4pm	6/14-9/5	no 7/5	RMCC
Class#	Day	Time	Date	Omit	Location*

*locations are usually listed at the bottom of the class description

LES PODEMOS ATENDER EN ESPAÑOL

Nosotros tenemos empleados bilingües en inglés y español disponible para ayudarle a seleccionar e inscribirse en las actividades. Llame a (650)780-7311 o visita al Centro Comunitario Red Morton, 1120 Roosevelt Ave, Redwood City.

RESIDENT STATUS

Any person with a **home Redwood City mailing address** is considered a **resident**. A Redwood City P.O. Box or business address will not be taken as proof of residency. A **non-resident** is someone who lives in another city. We have reinstated Non-resident class fees.

SENIOR ASSISTANCE

The Senior Discounted Fee is no longer applicable to general recreation classes. However, if you are 60 & over and are a resident of Redwood City, you may apply for financial assistance. Classes held directly at the Fair Oaks Community Center and the Veterans Memorial Senior Center do not apply and remain at special rates. If you have a suggestion for classes at the Senior Center, please contact Bruce Utecht at 650.780.7306.



Activity Registration Form

Redwood City Parks, Recreation & Community Services

The City's Liability Waiver and Photo Release portion must be signed by all parent/guardians or participants 18 and over. Registrations with unsigned waivers will not be processed. Thank you!



Fax Number:
650.364.9980

1. PRIMARY CONTACT (Adult)

COMPLETE ENTIRE FORM

Mr. / Ms. / Mrs. _____ Gender (circle) M F

Street Address _____

City _____ Zip _____ Email Address _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

Emergency Contact _____ Relationship (grandparent, friend, etc.) _____

Emergency Daytime Phone (____) _____ Emergency Evening Phone (____) _____

2. ACTIVITY REGISTRATION

PARTICIPANT'S NAME First & Last (1 line per participant)	DATE OF BIRTH (mm/dd/yy)	GENDER (circle)	CLASS NAME	CLASS # 1 st Choice	CLASS # 2 nd Choice	FEE
1.		M F				
2.		M F				
3.		M F				
4.		M F				
5.		M F				
6.		M F				



Do you have any special needs that require specific accommodations so you can fully enjoy one of our classes or facilities?

If YES, please check here.

Total Fees \$ _____

I wish to donate to the Youth Scholarship Fund + \$ _____

Less Credit on Account - \$ _____

TOTAL \$ _____

3. PAYMENT

CREDIT CARD



CHECK

Card # _____ Exp. Date _____

Signature X _____

Name on Card (print) _____

Payable to: CITY OF RWC

\$15 returned check fee

CASH

4. LIABILITY WAIVER & PHOTO RELEASE

The undersigned agrees to indemnify and hold harmless, the City of Redwood City, Its Council, Officers, Boards, Commissions, Agents and Employees for any loss or liability which results or is alleged to have resulted from my participation in this program. I/we agree to allow use of my/our photograph in program publicity. I have read and fully understand these policies.

Signature _____ Date _____

Self

Parent

Guardian