

POLICIES AND PROCEDURES

Registration & Program Policies

Registration is accepted on a first-come, first-serve basis, class sizes are limited. All registrations are accepted in-person, online and mail-in. Phone registrations are not accepted for any programs. Programs will be canceled if registration does not meet the minimum number of participants.

Payment must be made in full at the time of registration, without exception. We accept cash, checks and money orders made payable to "Egg Harbor Township" or "EHT." Payment may also be made by credit card in-person and online; a Convenience Fee will be assessed for each credit/debit card transaction.

You must have PROOF OF RESIDENCY and BIRTH CERTIFICATE (for minors) issued by a state agency (not hospital) at the time of registration.

Parks and Recreation reserves the right to reschedule, relocate, or cancel any announced program due to facility availability and public response. The Park and Recreation Department may also establish minimum or maximum class sizes to ensure appropriate instructor-to-participant ratios.

Children must be the proper age before the program begins and as noted in program description.

Only those enrolled in the program may attend.

Sorry, but "visitors/family" will not be permitted in the program unless specified. If you wish to wait for your child you may do so in the lobby of the Community Center.

Return Check Charge

Any check returned for any reason will be charged a \$20.00 service charge.

EHT Refund Policy

We strive for positive experiences and excellence in everything we do. All refunds will be made according to the following guidelines. Please see separate refund guidelines for Bus Trips in that section of the brochure.

- Refunds will **NOT** be issued once a program begins. Full refunds are granted in the event that a class is cancelled by the Recreation Department.
- Once a class begins, if you are dissatisfied, we can transfer you to another class or offer you a prorated household credit.
- Special consideration will be given for life altering situations.
- All refunds will be less a \$5 processing fee.
- All refunds will follow the Finance Department's bill-paying schedule and be issued by Township check. There will be no cash refunds or credit card refunds. Please allow ample time for refund to be mailed.

No Smoking on the Community Center Property

Wait Lists

If the program you are interested in is full, your name will be placed on a Wait List. You will be contacted ONLY if a space becomes available and be given a day by which to pay the fee and complete the registration process.

Insurance Information

There is no medical insurance coverage included in your registration for any program offered by the Department of Recreation. By participating in these programs you assume your own medical insurance responsibilities.

Due to time constraints, canceled classes may not be made up.

Cancellation

The best way to find out if a program or class has been canceled due to weather is to check our webpage www.ehtrec.com or our Facebook page. The Recreation Department does NOT follow the school calendar. If school is cancelled due to inclement weather, please check our webpage www.ehtrec.com or our Facebook Page for the status of our programs.

We Love Parents But...

Parents are allowed to attend their child's first day of class (unless specified by the instructor). Please do not remain in the hallway or the classroom after dropping off your child. This is in your child's best interest, as continual interruptions tend to affect participants' attention spans and inhibit the establishment of peer relationships. Thank you for your cooperation.

Inclusive Statement

The Egg Harbor Township Parks and Recreation Department is committed to providing quality leisure services for people of all abilities. We will comply fully with the spirit and intention of the ADA in making reasonable accommodations for all individuals. We encourage people with disabilities to fully participate in all programs offered by the department. Please contact Parks and Recreation for more information.

Hey - What Happened To My Class?

Nothing kills a recreation program faster than residents who wait until the last minute to register. There is a point when a program must be canceled or modified. All programs require a high level of coordination often including facility scheduling, staffing, volunteer recruitment and purchasing of supplies. Please register early; then everyone will get a chance to participate.

Email List

Please set up an account through our website to be added to our email database and receive important information on the Department and our programs! Visit www.ehtrec.com, click Account, then Create Account.

Oops!

The Parks and Recreation Department makes every effort to ensure the accuracy of the program information found in this brochure. Changes in programming may occur, and we will attempt to keep information updated on our website. All programs, instructors, and locations are subject to change.

No News is Good News

We do not call or mail participants with program confirmations. We will only call you if you did not get into a class, or a class has been canceled due to minimum enrollment.

Photo Policy

Please be advised that all participants involved in any Parks and Recreation Department program, or special event are subject to being photographed. Such photographs may be used by the Township of Egg Harbor without obligation to provide notice or compensation to those photographed. Any participant or parent/guardian of participant that does not wish to be photographed must notify the Recreation Department in writing.