

# REGISTRATION FORM

Please PRINT all information.  
Incomplete forms will not be processed.

## INFORMATION OF PARTICIPANT(S)

LAST Name Only:		
Address:	City:	Zip:
Home Phone: ( )	Day Phone: ( )	
Emergency Contact:	Relationship:	Phone: ( )
Name of Medical Provider (if applicable):		
Present Physician/Location (if applicable):		
Known Medical Conditions/Allergies:		
To have a receipt emailed, please provide your email address:		
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>		
<b>Photo/Video Release: I agree to allow the use of my/my children(s) photograph and/or video for program publicity.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

## LIST ALL PARTICIPANTS BELOW

First & Last Name	Birthdate	Sex	Activity Code 1st Choice	Activity Code 2nd Choice	Activity Code 3rd Choice	Program Fee
						\$
						\$
						\$
						\$
						\$
						\$
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"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC	
Name as it appears on card:	
Card #:	CVC#:
Expiration Date (Month/Year):	
Signature:	Date:

## PAYMENT BY CHECK

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

**DO NOT SIGN THIS DOCUMENT BEFORE YOUR 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, video graphs, motion pictures or recordings of the individuals named herein for any publicity and promotion purposes without obligation of 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 and Community Services in regards to Refund/Cancellations, Transfers, Late Pick-Ups, Camp, and Workshop Refunds/Transfers, Code of Conduct and Discipline Plan, 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 RIGHTS THAT I MAY HAVE TO BRING A LEGAL ACTION OR 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) \_\_\_\_\_  Participants  Parent  Legal Guardian



# Registration Policies

## MILPITAS RECREATION AND COMMUNITY SERVICES REFUND AND TRANSFER POLICY

### **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/Camps. "Class" shall mean all of the meetings for each separate activity per session.

- A \$10 service charge is withheld from each Class/Camps you are requesting a refund for. Material fees are non-refundable if you cancel/transfer out of the class.
- Please Note: If your class payment was made with a credit card, refunds cannot be credited back to the credit card.
- All transaction fees are non-refundable
- Should a Class not meet its minimum number of students within 3 days of starting, it will be cancelled, and a full refund is issued.

### **Transfers**

Transferring from one Class to another Class is permitted with a \$10 processing fee, as long as the office is notified with a Transfer/Refund Request Form 7 calendar days prior to a Class starting.

### **Waiting Lists**

Being placed on the waiting list does not guarantee enrollment in the Class.

### **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 for the 1st and 2nd offense. After the 3rd offense, the fee will be \$25 per every 10 minutes. 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.

### **Code of Conduct Policy**

It is expected patrons of Recreation and Community Services programs and activities will

- Treat patrons, staff, contractors, and volunteers with respect and courtesy.
- Refrain from behavior that is disruptive and/or inappropriate and causing people discomfort.
- Maintain and respect City property, equipment, and staff work space.
- Will not be in possession of a controlled substance or appear to be under the influence of.
- Any other acts or behaviors, not included on this page, that are deemed offensive, threatening or disrespectful by patrons and/or staff is prohibited.

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.

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

- Physical abuse of other participants, or staff.
- Inappropriate physical contact
- Direct abusive/obscene/profane language/gesture or behavior to staff or participants.