

GENERAL INFORMATION/REGISTRATION INFORMATION

Perinton Recreation & Parks Department Early Drop Off/ Late Pick Up Policy

The Perinton Recreation and Parks Department offers a wide variety of programs for youth. Parents and/or guardians are requested to drop off and pick up their children at the specified program time listed in the program and on the registration receipts.

Children are not to be dropped off early or picked up late without the expressed permission from the program supervisor or recreation administrative staff.

A late fee will be assessed to any participant(s) who do not abide by this policy. A verbal or written warning will be given for the first offense. A second offense will result in the assessing of a late fee of \$10 for each 15-minute period (or part thereof). This fee must be paid before the participant is allowed to continue participating in the activity. We incur additional costs for staff salaries and benefits when children are left in our care before or beyond the designated program time.

Emergency situations should be discussed with the program supervisor or recreation administrative staff. If you should have any questions, contact us at 223-5050. Thank you.



REFUND POLICY

A refund for any reason will be given only if applied for at least seven calendar days prior to the start date of the program. Refunds after this period will be given on a pro-rated basis and only when accompanied by a signed doctor's certificate indicating an inability to participate, or appropriate documentation evidencing personal emergency or hardship. A \$6.00 processing fee, per participant, per program, will be charged for all refunds. A \$6.00 fee will be charged for each participant transfer request.

Program cancellation and transfer requests must be made in writing, and request forms are available at the Community Center reception desk or online at www.perinton.org. If the program is cancelled by our department, a full refund will be given and no processing fee will be assessed. We depend on school facilities for several programs. When school access is cancelled, our programs still incur expenses. Program refunds will not be given when there are emergency school cancellations that require us to cancel short term, school based programs.

REGISTRATION

Residents – Registration begins Monday, May 9, 2016 • Non-Residents – Registration begins Monday, May 16, 2016

Non-Residents must add \$6 to the total registration amount enclosed.

REGISTRATION PROCEDURES:

1. Complete the registration form.
2. Enclose the registration form and payment in an envelope.
 - List clearly alternate choice if first choice is not available.
 - If you are enrolled in your 2nd choice, you will not be put on the waitlist of your 1st choice.
 - If paying by check, separate checks requested for each program.
 - Make checks payable to: Perinton Recreation and Parks Department
 - A \$20 fee will be charged for all returned checks.
 - Acceptable forms of payment: Credit Card   
Check or Cash
3. Place the envelope in the Drop Box located at the main entrance to the Perinton Community Center.

OR

Mail your envelope to: Perinton Recreation and Parks Department,
1350 Turk Hill Road, Fairport, NY 14450

*Placing CASH in the Drop Box or mail is not encouraged.

**Registration on WebTrac begins at 10:00 AM
on 5/9 (Residents) and at 10:00 AM on
5/16 (Non-residents).**

HOW REGISTRATIONS ARE PROCESSED

1. All registrations are taken from the Drop Box at 10:00 AM daily (M.-F.)
 - *Any registrations placed in the Drop Box after 10:00 AM are processed the following day.
2. Registrations from the Drop Box and registrations from the daily mail are combined and processed randomly.
3. Receipts will be mailed to you once posting is complete. This may take several days since over 2,000 registrations are received.
4. Please review your receipt carefully.
 - *If we cannot fill your request or alternate, you will be placed on a Waiting List. This information appears on your receipt.

PLEASE NOTE:

- Classes have minimum and maximum numbers.
- The department reserves the right to cancel classes that do not meet the minimum number of registrants.
- Registrants are not permitted to substitute anyone in their place.

PLEASE READ THE REFUND POLICY:

- All refund requests must be made to Perinton Recreation and Parks in writing.
- Refunds are processed at the end of the month.

PLEASE RETURN COMPLETE REGISTRATION SHEET (FULL PAGE)