

# Registration Information

## MISSION STATEMENT

The department's mission is to provide accessible, affordable, and quality leisure programs, activities, services, and facilities to all residents of our community regardless of race, gender, income, physical disabilities, creed or other barriers that would preclude participation, and to actively inform and educate residents about the role of the Hilton-Parma Parks Recreation Department. Furthermore, Hilton-Parma Parks and Recreation promotes the concept of fun, healthy and safe lifestyles and environments with the expectation there will be no use of illegal substances at our programs, events or facilities.

## REGISTRATION

Begins as soon as our brochure is released for Hilton-Parma and School District residents or when available online. Non-residents may register for most programs, if space permits, and non resident/district dates and fees may apply. All programs offered this season are sponsored by the Hilton-Parma Recreation & Parks Commission, unless otherwise specified, and are open to all persons residing within the Town of Parma, Village of Hilton and Hilton School District. For those programs that include food, alternative options for allergies or preference may be available upon request while registering.

## CONFIRMATIONS & CANCELLATIONS

Receipts will be e-mailed if you provide an e-mail address but as general rule, NO NEWS IS GOOD NEWS: After registration, you will be notified only if a class has been filled, cancelled or changed.

All programs must have an adequate number of registrations as decided by the Recreation Department.

The department has the right to cancel a program.

## REGISTRATION PROCEDURE

Registration is by mail, drop-box, or online at [www.parmany.org/Recreation](http://www.parmany.org/Recreation). The "Mail-Drop" box is located in the Recreation Office door at the Village Community Center and is available for program registrations during building hours. Pre-registration is required unless otherwise noted. All fees are due and payable at the time of registration. Cash, check, Visa, MasterCard or Discover payments are accepted. Please make checks payable to the "Town of Parma".

## USE OUR CONVENIENT ONLINE REGISTRATION!

Set up your family user account on our new and improved online registration system that allows users to register and make payments fast. Once you set up an account, you will be able to log-in at any time to register family members for programs with a few clicks of the mouse or touches of a Smart device screen. Go to [www.parmany.org/Recreation](http://www.parmany.org/Recreation), and set up your family user account.

## ACCURACY OF INFORMATION

The Hilton-Parma Recreation Department has made every effort to prepare this brochure as accurately as possible. However, due to circumstances beyond our control, some adjustments may need to be made to program dates, times, locations or fees.

## REFUND POLICY

If Hilton-Parma Recreation cancels a class; a full refund, credit or make-up class will be offered. All other refund requests must come directly to the Hilton-Parma Recreation Office in writing at least five days prior to the program start date. Refunds are subject to approval by the Director and a 10% service charge not to exceed \$30. Issued refund checks may take up to 3-5 weeks to process. Programs requiring advanced purchase of tickets or services may not be refundable unless your space is filled.

## KID'S ZONE PROGRAM INFORMATION REQUESTS

Kid's Zone Programs include summer camp, recess and vacation day activities and Kid's Night Out! Every Kid's Zone program requires participant information via Campdoc, which will be e-mailed to you after registering your child. Campdoc will be valid throughout the year but require information updates and confirmations between the school year and summer break.

## WAIT LIST

Wait lists are kept for classes that have reached maximum enrollment. The Recreation Department makes every possible effort to add or expand these classes depending on instructor and space availability. Participants will be contacted by the Recreation Office if a class is filled and they are put on a wait list. Names will remain on the wait list until the day the program begins in case an opening becomes available.

## PHOTO POLICY

Occasionally, photos may be taken of participants in the programs, classes and activities, or of people in the town's parks. Please note these photos may be used in future brochures, websites, social media websites, pamphlets, flyers or news releases.

## WAIVER

I/We, the parent or participant in the specified program, assume all risks and hazards incidental to such participation; and I hereby waive, release, absolve indemnify and hold harmless, the Hilton-Parma Recreation Commission, Town of Parma, Village of Hilton, employees thereof, volunteers, organizers, sponsors and supervisors except to the extent covered by liability insurance. I also understand there shall be no illegal use of substances used during the event I am registering myself/my family member for.