

REGISTRATION

Fall & Winter registration begins August 28, 2019 at 7am

Online Registration

Sign up today!

Is this your first time registering? Set up your account today!

It's easy to set up your own family account online. Visit www.haltonhills.ca/register and follow the steps. If you get lost, an instruction guide is available. Creating your account early will help you be ready for when registration begins.

Search for programs

After your account has been created, browse the full list of available programs and get used to the new system. You won't be able to make a purchase until the registration start date.

Register for programs

On the registration start date, you will be able to log into your account using your email address and password to make a purchase online using your credit card.

Important information:

- If you have not registered with us since we launched our new registration system in September 2018, you will need to set up a new family account. Your former account is no longer valid.
- A valid email address and credit card will be required to register online.



Register Online!

Online Registration:
www.haltonhills.ca/register

Online registration is the fastest and most convenient method to register for programs. Complete your registration online anytime, anywhere using our mobile-friendly website.

Note: Payment by Visa or MasterCard only. Please print confirmations/receipts as they are not mailed.

Other Ways to Register

Fax Registration: 905-873-1587

Faxed registrations must include a Visa or MasterCard number with expiry date and security code.

Registration by Mail

Mail-in registrations must be accompanied with a current cheque (payable to Town of Halton Hills), Visa or MasterCard payment.

Mail to:
Town of Halton Hills, Recreation & Parks Dept.
1 Halton Hills Drive, Halton Hills (Georgetown) ON
L7G 5G2

Drop-off Registration

Registrations may be dropped off with payment at the Recreation & Parks counter, lower floor of Town Hall, from Monday to Friday between 8:30 a.m. to 4:30 p.m. Or choose one of our three 24 hour drop boxes:

- Town of Halton Hills Town Hall
1 Halton Hills Drive, Georgetown
- Acton Arena & Community Centre
415 Queen Street (Highway 7), Acton
- Gellert Community Centre
10241 8th Line, Georgetown

Drop boxes are emptied the next business day and forwarded to Town Hall for processing.

Manual Registration

Step 1: Please complete one form per person, per program.

Step 2: Check the appropriate box to indicate if the registrant has a special need or health condition. If you have a special need, see page 5 for information. Indicate alternative choices on each form if applicable. If your 1st choice is full, we will attempt to accommodate your 2nd or 3rd choices. If no spot is available, you will be waitlisted for your 1st choice only.

Step 3: Forms can be mailed, faxed, or dropped off with payment.

Manual registration forms are available on page 48 of this guide, at Town facilities or online at www.haltonhills.ca. Photocopies also accepted.

NOTE: Manual registrations (mail, drop-off & fax) are accepted starting from the release of this guide. However, processing will not begin until August 28, 2019 at 7:00 am in the order received at the Town Hall. Manual registrations may be vying for spots with online registrations.

Payment

Cheque: If paying by cheque, please submit separate cheques for each registration form payable to 'Town of Halton Hills'. If payment for all registrants or programs is combined on one cheque, and some registrants are waitlisted, the cheque will be deposited and a credit put on your family's account.

Credit Card: If paying by credit card, please provide the Visa or MasterCard number with expiry date and 3-digit security code.

Payments are processed on a daily basis. All program fees for 15 years and older include HST. A \$45.00 charge will be levied on all NSF cheques. For financial assistance information please see the 'Recreation for All' section of this guide.

Outstanding Payment

The account holder is responsible for paying in full any outstanding program fees before any new registration can be processed.

Program Availability

Staff cannot guarantee program space over the phone or in person. We can only inform you of availability at the time of your inquiry.

Phone Confirmation

Please allow at least 10 days from the receipt of manual registrations to process and mail out confirmations before calling to check on your registration status. If you have not received notice 5 days prior to your program start date, please call our Program Hotline at 905-873-2601 ext. 2275.

Waitlisting Yourself Online

When your program choice is full, please either register in another available time, or waitlist for your first choice of that program only. One spot or waitlist per program please! It helps us track true demand for programs and manage waitlists efficiently. If you waitlist but also register for a spot in a program, an administrative fee will be charged to cancel out of your registered spot to take the waitlisted spot if it becomes available.

Waitlist Priority

If you are next on a waitlist and a spot becomes available, you will be notified right away.

Changes/Cancellations

Even though you are provided with a program confirmation, insufficient registration may still cause a program to be cancelled. We reserve the right to cancel or alter any class time, fee, instructor or location if needed. Every effort will be made to avoid these changes or to reschedule make up classes when possible.

Withdrawals and Refunds

If a participant withdraws from a program at least 2 business days (5 business days for March Break camps) prior to the first day of the program, a refund less a \$9.93 administrative fee (subject to change) will be issued. Sorry, there is no reimbursement once the program has started. If the program is cancelled by Recreation and Parks, you will receive a full refund. Please allow two weeks for processing.

Inclement Weather: Facility Closures and Program Cancellations

To find out if your program is cancelled due to inclement weather:

- Call the Town at 905-873-2601 ext. 2708 or 2275
- Look for a banner at the top of the Town of Halton Hills website at www.haltonhills.ca weekdays from 9:00 a.m. to 4:30 p.m.
- Follow us on Twitter @_haltonhills

Note: Program participants will not be contacted by phone.

Tip! Register online for immediate confirmation.

Registration Form



1 Halton Hills Drive, Georgetown, L7G 5G2
 905-873-2601 ext. 2275 | 1-877-712-2205
 haltonhills.ca

RECREATION & PARKS REGISTRATION

Please complete one form per person per program and submit a separate payment for each form.

PARTICIPANT'S FIRST AND LAST NAME				PAYMENT <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Card # _____ Expiry _____ 3 Digit Security _____ Card Holder _____ Credit Card Authorization Signature _____	
ADDRESS					
TOWN/CITY		POSTAL CODE			
AGE	DATE OF BIRTH				
	M	D	Y		
PARENT/GUARDIAN #1 FIRST AND LAST NAME (if applicable)		DATE OF BIRTH			
	M	D	Y		
PHONE (H) _____ ALTERNATE _____					
PARENT/GUARDIAN #2 FIRST AND LAST NAME (if applicable)		DATE OF BIRTH			
	M	D	Y		
PHONE (H) _____ ALTERNATE _____					
MAIN E-MAIL _____					
PROGRAM/CODE	DAY(S)	DATE(S)	TIME(S)	LOCATION	FEE
2nd Choice					
3rd Choice					
HEALTH CONDITIONS? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain: _____					
ANAPHYLACTIC ALLERGIES? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain: _____					
SPECIAL NEEDS? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain: _____					
EMERGENCY CONTACT (if participant is your child, provide a contact other than parent/guardian(s) listed above): NAME: _____ PHONE: _____ RELATIONSHIP: _____					
Do you consent to the Town having the rights to take and broadcast, reproduce, print, publish and distribute images of the participant in any format for promotions only? <input type="checkbox"/> NO <input type="checkbox"/> YES					
COMPLETE THIS SECTION FOR MARCH BREAK OR SUMMER CAMP ONLY					
CHILD ESCORT in addition to parent/guardian(s): (Anyone picking up children must show Photo ID)			DO YOU GRANT PERMISSION FOR YOUR CHILD TO:		
NAME: _____			a) Arrive and depart on their own? <input type="checkbox"/> NO <input type="checkbox"/> YES		
PHONE: _____			b) Participate in off-site walking trips? <input type="checkbox"/> NO <input type="checkbox"/> YES		
RELATIONSHIP: _____					

I, the registrant, consent to my, or my child's if applicable, participation in the program, and willingly assume full responsibility and release the Corporation of the Town of Halton Hills from all liability for damages arising from any incident, accident or injury which is caused by, or arises from, participation in any Town program in any Town or third party owned (i.e. field trip, etc.) location. In addition, I agree to be responsible for full payment of any outstanding program fees owing.

 Signature of Registrant (must be 18 years or older)

 Date Signed (Day/Month/Year)

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used for the purpose of administering this program registration request. Questions regarding the collection of this personal information can be directed to Recreation & Parks at reg-e@haltonhills.ca.