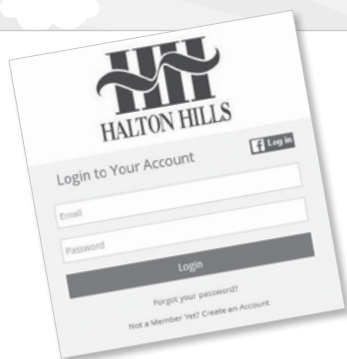


REGISTRATION

Fall & Winter Registration begins September 12, 2018 at 7:00 am and continues until February 2019.

This fall!

New online recreation software



- ✓ Manage your family account online
- ✓ View history, add family members & more
- ✓ Purchase programs, passes & gift cards

www.haltonhills.ca/register

New family account set-up required. Beat the rush!

Your current family account will no longer be valid in the new system. However, 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 will be available. Creating your account early will help you by avoiding the rush at the registration start date. It will also help us in the transition between software systems and get your new account up and running as smoothly as possible.

Reminder: The registration start date is Wednesday, September 12 at 7:00am.

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:

- Due to new system requirements, information previously saved in your current family accounts cannot be imported and PIN numbers will no longer be required.
- A valid email address and credit card will be required to register online.



We're learning too!

We appreciate your patience during this transition as we strive to bring you a better experience.

Program Registration – Begins September 12, 2018 at 7:00am

Registration is later than normal this year. In order to serve you better, the Town of Halton Hills has moved to a new and improved online registration system for recreation programs. Please take a moment to register your account online and explore the new features and benefits available to you.

Online Registration: www.haltonhills.ca/register

See page 47 **Payment by Visa or MasterCard only.** Please print confirmations/receipts as they are not mailed.

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 Civic Centre
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.

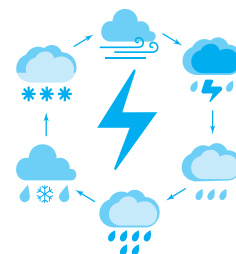
Tele-Reg Discontinued

Tele-Reg automated telephone registration will no longer be available with the new registration system. Telephone number 905-873-2498 will no longer be in service. We would be happy to assist you with registering online or in person. Please call us at 905-873-2601 ext. 2275 for more information.



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 information posted on the Town of Halton Hills homepage at www.haltonhills.ca
- Follow us on Twitter @_haltonhills

NOTE: Persons registered in a Town of Halton Hills Recreation & Parks program will not be contacted via phone. During a business day with inclement weather, a decision will be made for daytime programs by 8:45 a.m. and evenings programs by 2:00 p.m.

Manual Registration

Manual registrations (mail, drop-off & fax) are accepted starting from the release of this guide. However, processing will not begin until 7:00 am on September 12, 2018 in the order received at the Civic Centre. Manual registrations may be vying for spots with online registration.

Step 1: Please fill in the age appropriate form according to the program and complete one form per person, per program. Indicate whether your address has changed or you are a new family in our system.

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 6 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 pages 50-51 of this guide, at Town facilities or online at www.haltonhills.ca. Photocopies also accepted.

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 indicate 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 \$44.00 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.

Tip! Register online for immediate confirmation.

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.

Manual Registrations

Manual registrations (mail, drop-off & fax) are accepted starting from the release of this guide. However, processing will not begin until September 12, 2018 at 7:00 am in the order received at the Town Hall. Manual registrations may be vying for spots with online registrations.

Adult - Registration



Recreation & Parks, 1 Halton Hills Dr., Halton Hills L7G 5G2 • 905-873-2601 x2275

REGISTRATION FORM - ADULT PROGRAMS

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

New Address? Yes No

1st Time Registering? Yes No

PARTICIPANT 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		DATE OF BIRTH M D Y			
HOME PHONE		ALTERNATE			
EMAIL:					
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:			SPECIAL NEEDS? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain:		
ANAPHYLACTIC ALLERGIES? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain:					
EMERGENCY CONTACT(S) Name: _____ Phone: _____ Relationship: _____			CUSTOMER RELATIONS Do you grant permission for the Town to send you electronic messages (program changes, reminders, promotions, etc.)? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Name: _____ Phone: _____ Relationship: _____			PHOTOTAKING Do you consent to the Town having the rights to take and broadcast, reproduce, print, publish and distribute images of you in any format for promotions only? <input type="checkbox"/> NO <input type="checkbox"/> YES		

I, the registrant, consent to my 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 location. In addition, I agree to be responsible for full payment of any outstanding program fees owing.

Signature of Registrant

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 re@haltonhills.ca.



Recreation & Parks, 1 Halton Hills Dr., Halton Hills L7G 5G2 • 905-873-2601 x2275

REGISTRATION FORM - CHILD & YOUTH PROGRAMS

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

New Address? Yes No 1st Time Registering? Yes No

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	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE		
PARENT/GUARDIAN #1 FIRST AND LAST NAME		DATE OF BIRTH M D Y			
PHONE (H) _____ ALTERNATE _____					
PARENT/GUARDIAN #2 FIRST AND LAST NAME		DATE OF BIRTH M D Y			
PHONE (H) _____ ALTERNATE _____					
MAIN E-MAIL _____					
PROGRAM/CODE	DAY(S)	DATE(S)	TIME(S)		
2nd Choice					
3rd Choice					
HEALTH CONDITIONS? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain:			EMERGENCY CONTACT(S) other than parent/guardian(s): Name: _____ Phone: _____ Relationship to Child: _____		
ANAPHYLACTIC ALLERGIES? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain:			CUSTOMER RELATIONS Do you grant permission for the Town to email you business related notices (program changes, reminders, promotions, etc.)? <div style="text-align: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</div>		
SPECIAL NEEDS? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain:			DO YOU GRANT PERMISSION FOR YOUR CHILD TO: a) Arrive and depart on their own? <input type="checkbox"/> NO <input type="checkbox"/> YES b) Participate in off-site walking trips? <input type="checkbox"/> NO <input type="checkbox"/> YES c) Do you consent to the Town having the rights to take and broadcast, reproduce, print, publish and distribute images of your child in any format for promotions only? <input type="checkbox"/> NO <input type="checkbox"/> YES		
CHILD ESCORT(S) in addition to parent/guardian(s) (Anyone picking up children at a program will be required to show Photo ID.) Name: _____ Phone: _____ Relationship to Child: _____					

I, the parent/guardian of the child, consent to the child's 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 Parent/Guardian

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.