

Registration Information

Please be sure to read this section carefully. The registration process, fees, and payment differ for some programs. Pre-registration is preferred; if you are interested in a program, you can fill out the appropriate registration form and mail it as directed. You may also register in person. Please be sure to follow the dates and instructions that appear on the registration form.

Mail-in registration takes place from 6 weeks before the onset of a program or special event until 2 weeks before the onset. After this 4-week period, you must register in person at the Englewood Recreation Department.

Please be patient. Our staff will process each registration and mail you results. Please register early; many activities have limited enrollment. In some cases, you may be placed on a waiting list and/or have your check returned. We make every attempt to maximize participation in all of our programs. Activities without sufficient enrollment may be cancelled. Last minute registration affects other participants.

Non-Resident Policy: Programs are open to Englewood residents on a first priority basis, with consideration for non-residents given after the residential registration deadline. Non-residents shall pay an additional participation fee. We reserve the right to exclude or limit participation of non-residents in programs and activities.

Program Cancellations: The Department reserves the right to add or cancel programs and to alter schedules. If Englewood Public Schools are closed due to weather or holidays, all programs in any of the schools that day are also cancelled.

Refund Policy: Refunds are given **only** if the department cancels a program. There will be no cash refunds. Refunds will be by City check and returned according to the Finance Dept. bill-paying schedule through the mail (allow 4-6 weeks for refund)

***Please note:** Supervision is not provided outside many of the buildings and facilities. Please escort your child to the activity and pick them up promptly at the time indicated. Any persons found participating in a program in which he or she is not properly registered will be ejected from the activity. Falsification of information is grounds for removal from the program without reimbursement.

Americans with Disabilities: The City of Englewood is committed to providing recreational opportunities for special populations who are developmentally or physically disabled. It is our policy, whenever possible, to mainstream individuals as part of our regular programming.

Registration Form

Mail in registration form or register in person. Please mail this form to:
 Englewood Recreation Dept.
 130 W. Englewood Ave.
 Englewood, NJ 07631

Responsible Party Name _____ Home Phone _____

Address _____
(Street) (City)

_____ Email _____
(State) (Zip)

Fill in following if registering a minor:

Mother's Name _____ Work Phone _____ Cell _____ DOB _____

Father's Name _____ Work Phone _____ Cell _____ DOB _____

Emergency Contact: (Other than Parent)

Name _____ Primary Phone # _____

Participant's Name Last First	Date of Birth	Sex	School	Grade	Size	Program Name	Amount

Check # _____

Total: _____

Medical Release: I recognize that participation in contact sports and other activities may occasionally lead to injury. The most common injuries are abrasions, bruises, sprains, and strains; less common injuries, but perhaps more serious, may occur. I hereby authorize emergency medical care for my child(ren) or myself. If, in the judgment of the staff, treatment is required for injury or illness, I hereby authorize the administration of anesthetics and recourse to other procedures deemed necessary by attending physician. I recognize that I am financially responsible for any expenses for medical care or transportation incurred.

Doctor's Name _____ Doctor's Phone _____

Hold Harmless Agreement: I agree to abide by the conditions herein and agree to hold harmless, waive, and release any and all claims for damages against the Department of Recreation, the City of Englewood, the Englewood Board of Education, its agents, employees, and other such individuals who may be involved in the plan and implementation of this/these programs.

Signature _____ Date _____

Code of Conduct

The Department of Recreation advocates and supports youth and adult programs in Englewood. The staff prides itself in offering educational opportunities through leisure experiences. Participation in programs is subject to the observance of rules and procedures. **The activities outlined below are strictly prohibited.** Any participants or staff members who violate this code are subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer, or another participant
- Discourtesy or rudeness to a fellow participant, staff member, or volunteer
- Verbal, physical, or visual harassment of another participant, staff member, or volunteer
- Bullying or taking unfair advantage of any participant
- Failure to cooperate with adult supervisor/leader/mentor
- Possession or usage of alcoholic beverages or illegal drugs on the City of Englewood property or reporting to the program while under the influence of drugs or alcohol
- Possession of dangerous or unauthorized materials such as firearms, weapons, or other similar items on City property
- Conduct endangering the life, safety, health, or well being of others
- Failure to leave area in the condition in which you found it, including restrooms, gym, hallways, and any other area used.
- Failure to follow any Department of Recreation policy or procedures

I have read and understand the Department of Recreation's code of conduct. I agree to abide by the rules described above and understand that I may be removed as a participant, volunteer, or coach if I violate any of these rules.

Please print Participant's

Participant's Signature _____ Date _____
(Please sign for child if necessary)

Please Print Parent's Name _____
(If registering a minor)

Parent's Signature _____ Date _____
(If registering a minor)