

# REGISTRATION INFORMATION

## How do I fill out the registration form?

1. Please fill out YOUR name, address and phone number on the registration form.
2. In the boxes under the participant's name, put the names of the people participating in the class or going on the bus trip. Please include your name as well if you are going to attend the class or bus trip.
3. In the last column, please indicate the cost of the trip. Also remember that non-residents (do not reside in Windsor Township or Windsor Borough) may participate; however, they must pay the non-resident fee.
4. Additional registrations are available on our website at [www.windsorrec.com](http://www.windsorrec.com).

## Registration

- **ALL PROGRAMS REQUIRE PRE-REGISTRATION WHETHER COST INVOLVED OR NOT.**
- All programs have a minimum and maximum level of participation, available on a first-come, first-served basis.
- Programs may be cancelled due to insufficient registrations, inclement weather or other sufficient cause.
- Full payment is due upon registration and can be made payable to "WARC" by check, money order, paid by cash or Visa or MasterCard credit cards. No space in any program is guaranteed until full payment is received.
- For a receipt, include a self-addressed stamped envelope.
- You will not receive notification or confirmation of a course or trip unless you check the box on the registration form indicating you wish to receive a reminder call.
- No tickets will be issued for bus trips; your name is placed on a list and you are to check in with the chaperone upon arrival that morning.

## Registration Deadline

Please register early! Registration deadlines are set for all sport activities/leagues and late fees will be charged if registering after the deadline date. Registration for programs are encouraged a month in advance to ensure a space in the program.

## Refund/Fee Policy

- No cash refunds. Refunds will be issued by a WARC check if paid by cash or check, or refunded on credit card if paid originally by credit card. Refunds will be paid in accordance with the Finance Department's regular payment schedule (2-4 weeks). There will be a \$5 administrative fee for all refunds.
- Full refunds will be issued for programs cancelled by WARC.
- No refund will be granted after the start of a program except in the case of injury or illness. Written documentation from a physician will be required.
- Refunds for trips will only be issued if you find a replacement or if the trip is cancelled by WARC. Please check with us because we may have a waiting list.
- Participants will not receive a refund for mix-up of locations or buildings. Participants are responsible for asking for directions before the course/trip begins if they do not know where the building/location is. Directions are available to all program locations by contacting Dania Ashby at 244-3512 or [recdirector@windsorrec.com](mailto:recdirector@windsorrec.com).
- Refunds for sport programs will only be issued if WARC cannot accommodate your child in the appropriate age/qualified sport group prior to the start of the season.
- Any request to transfer a player is a fee of \$10 to transfer/release a child for Windsor Soccer Program.

## Inclement Weather Policy

Programs scheduled for school use will not be held on any day that the Red Lion School District is closed due to inclement weather. Missed classes will be rescheduled for another day and time. Check with local news media for school closings/announcements or view our website at [www.windsorrec.com](http://www.windsorrec.com) for all weather-related cancellations.

## How to send a registration

This does not apply to youth sports: softball, baseball, tee-ball, and soccer. Forms for these programs only are available at the Windsor Township Building between the hours of 8 a.m.-4:30 p.m., Monday through Friday, or visit our website at [www.windsorrec.com](http://www.windsorrec.com).

- Walk In: You may submit registration forms for WARC programs, events and bus trips at the Windsor Township Building, 1480 Windsor Road, Red Lion, PA 17356
- Mail In: You can fill out the registration form and mail with payment of check (payable to WARC), money order or Visa/MasterCard credit card to:  
WARC  
1480 Windsor Road  
Red Lion, PA 17356
- Call In: You may now phone WARC at 244-3512 and register for a class over the phone by paying with a Visa or MasterCard credit card. Full registration amount must be paid. No payment plans accepted.  
**A \$2 convenience fee will be charged on all credit card orders, starting January 1, 2010.**
- Fax In: Need an extra registration form? Download a registration form from our web site, [www.windsorrec.com](http://www.windsorrec.com). Fax us your completed registration form. Our fax number is 246-6172.

## Which Fee Do I Pay?

The resident (R) fees listed in this program guide are for the residents of the Windsor Township and Windsor Borough. See page 2 for more information.

## SCHOLARSHIPS are now available!

Financial Assistance for programs is available based on financial need. For more information, call 244-3512 or visit [www.windsorrec.com](http://www.windsorrec.com) for an application. Applications must be submitted in a sealed envelope for confidentiality and turned into WARC for review.



# Winter/Spring 2010 WARC Course Registration Form

Participant's Name \_\_\_\_\_  
LAST NAME FIRST NAME

Parent/Legal Guardian (if participant is under age 18) \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP

Email Address \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Participant's Name	Birthdate	Gender	Program Name and Location	Fee

Resident of:  Windsor Township  Windsor Borough  Other  
 Your tax-deductible donation to youth scholarship program \$ \_\_\_\_\_  
 For credit card payments, add \$2 convenience fee \$ \_\_\_\_\_

**TOTAL FEE \$ \_\_\_\_\_**  
**Make checks payable to WARC.**

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Please list allergies, medications or dietary info: \_\_\_\_\_  
 T-shirt size (if applicable): \_\_\_\_\_

VISA  MasterCard Acct # \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Check here if you would like to receive a phone call a few days ahead of time reminding you of your course/trip.  
 If you do not check this box you will not hear from us unless the course has been cancelled.

**Please consider Youth Scholarship Program Donations.** By giving an extra \$5, \$10 or \$25, you can provide a child in your community with an opportunity they'll cherish.

**WAIVER OF LIABILITY:** I, the above-named candidate, in the above-named activity, hereby waive any claim for bodily injury or property damage against the Windsor Area Recreation Commission, its agents, servants and/or employees while a participant in the above-named activity. In addition, I give permission for my photograph to be used for promotional purposes.

Signature (participant or parent/legal guardian if under age 18) \_\_\_\_\_ Date \_\_\_\_\_

**Registration forms can be mailed or dropped off to:**  
**WARC**  
**1480 Windsor Road**  
**Red Lion PA 17356**

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Resident	<input type="checkbox"/> NR
Pay Method	_____
Amt Paid \$	_____
Date	___/___/___
Received by	_____