

# TOWNSHIP OF PLAINSBORO / RECREATION AND COMMUNITY SERVICES DEPARTMENT

## SUMMER 2010 REGISTRATION FORM

641 Plainsboro Road, Plainsboro NJ 08536  
 609 799-0909 ext. 1702 or 1703 Fax 609 799-7026 E-Mail recdept@plainsboronj.com

Please complete all information requested. Incomplete registrations will not be considered.

**Registration opens  
 June 1, 2010 – no  
 registrations will be accepted  
 prior to that date.**

Registrations submitted via e-mail (option for no fee classes ONLY) will be considered on a first come – first served basis. Please note that in person registrations may be accepted prior to daily review of e-mail submissions. Confirmation of acceptance of online registrations will be made via return e-mail. Fee-based program registrations cannot be submitted on line. See instructions below.

PARTICIPANT INFORMATION		
NAME Last	First	M.I. or Nick Name
Street	City / State	Zip Code
Home Phone	Cell Phone	E-Mail **
Age, Grade, and Date of Birth (if under 18)	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent / Guardian Name (if participant is a minor)	Relationship	
Emergency Contact Name and Phone #	Relationship	

\*\* Email info will not be shared outside of Plainsboro Twp Recreation and Community Services Department

HEALTH / MEDICAL INFORMATION
Note any health or medical condition(s) that could affect participation in this program by checking appropriate categories below.
<input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Respiratory <input type="checkbox"/> Cardiac <input type="checkbox"/> Circulatory <input type="checkbox"/> Perceptual  <input type="checkbox"/> Allergies <input type="checkbox"/> Motor Skills / Mobility <input type="checkbox"/> Other
If you checked any of the boxes above, please describe or name the condition
Is the participant under a doctor's care for the above-named condition(s)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>

### PROGRAM REGISTRATION FOR NO FEE PROGRAMS

Registration for No Fee programs may be submitted on line, via fax, or in person. Submit button indicates signature for online registration.

<input checked="" type="checkbox"/>	Program Participant Criteria	Dates	Day / Time / Location	Residency Req	Office Use Only
<input type="checkbox"/>	<b>Kids Play in the Park</b> Plainsboro and W. Windsor children ages 3 – 6 years with parent/guardian.	6/26, 7/10, 7/17, 7/24 & 8/21	Saturdays, 10:00 – 11:00 am Community Park, Plainsboro	Plainsboro & W. Windsor	
<input type="checkbox"/>	<b>Senior Tai Chi</b> Plainsboro seniors age 60 & up (*non-resident senior club members only)	6/26 – 8/14	Saturdays 12:00 noon – 1:00 p.m. Room AB Municipal Bldg.	Yes*	
<input type="checkbox"/>	<b>Senior Yoga</b> Plainsboro seniors age 60 & up (*non-resident senior club members only).	7/6 – 7/27	Tuesdays 1:00p.m. – 2:00 p.m. Room AB Municipal Bldg.	Yes*	
<input type="checkbox"/>	<b>Teen Gardening – Session I</b> Plainsboro and W. Windsor children ages 10 – 17	6/29 – 8/31 No class on 8/17	Tuesdays, 9:00 – 10:00 am Community Gardens, Plainsboro	Plainsboro & W. Windsor	
<input type="checkbox"/>	<b>Teen Gardening – Session II</b> Plainsboro and W. Windsor children ages 10 – 17	6/23 – 8/25	Wednesdays, 6:00 – 7:00 pm Community Gardens, Plainsboro	Plainsboro & W. Windsor	
<input type="checkbox"/>	<b>Teen Volleyball</b> Plainsboro and W. Windsor teens entering 6 <sup>th</sup> – 11 <sup>th</sup> grades.	6/22 – 8/24	Tuesdays, 6:00 – 7:30 pm Plainsboro Park	Plainsboro & W. Windsor	

\* Plainsboro Senior Citizen Club members also eligible. Age requirements for senior programs varies – check program listing for information.

**PROGRAM REGISTRATION FOR FEE BASED PROGRAMS**

Registration for the programs listed below must be accompanied by payment and cannot be submitted online. Print this registration form and submit it in person or via mail. The township does not reserve space in programs pending receipt of fees. Any such submissions forwarded via e-mail will be returned. Please note the agency to which the check should be made payable.

<input checked="" type="checkbox"/>	<b>Program Participant Criteria</b>	<b>Dates</b>	<b>Day / Time / Location</b>	<b>Residency Req</b>	<b>Fee Check payable to</b>
<input type="checkbox"/>	<b>Fishing for Beginner</b> Plainsboro and W. Windsor parents & children ages 5 and up.	6/21, 6/28, 7/12, 7/19	Mondays 2:00 – 3:00 pm Mill Pond Park, Maple Ave	Plainsboro & W. Windsor	\$ 5 per person Plainsboro Township
<input type="checkbox"/>	<b>Golf Clinic - Beginner</b> Plainsboro and W. Windsor adults, children ages 12 & up, and Plainsboro seniors & limited space for non-resident senior club members	7/17 – 7/31	Saturdays 4:00 – 5:00 pm Municipal Bldg. Field	Plainsboro & W. Windsor	\$ 25 per person Plainsboro Township
<input type="checkbox"/>	<b>Golf Clinic – Intermediate / Advanced</b> Plainsboro and W. Windsor adults, children ages 12 & up, Plainsboro seniors & limited space for non-resident senior club members	7/18 – 8/1	Sundays 4:00 – 5:00 pm Municipal Bldg. Field	Plainsboro & W. Windsor	\$ 25 per person Plainsboro Township
<input type="checkbox"/>	<b>Junior Ranger Week</b> Plainsboro and W. Windsor children ages 6 – 12.	8/17 – 8/20	Tuesday to Friday 10:00 am – 1:30 pm Community Park	Plainsboro & W. Windsor	\$ 36 per child Plainsboro Township
<input type="checkbox"/>	<b>Junior Tennis – Session I Beginner / Adv. Beginner</b> Plainsboro youths ages 7 – 11.	6/21 – 7/28	Mondays & Wednesdays 6:00 – 7:00 pm Plainsboro Park	Yes	\$100 per child Plainsboro Township
<input type="checkbox"/>	<b>Junior Tennis – Session II Beginner / Adv. Beginner</b> Plainsboro youths ages 7 – 11.	6/22 – 7/29	Tuesdays & Thursdays 6:00 – 7:00 pm Plainsboro Park	Yes	\$100 per child Plainsboro Township
<input type="checkbox"/>	<b>Junior Tennis – Session III Beginner / Adv. Beginner</b> Plainsboro youths ages 10 – 15.	6/21 – 7/28	Mondays & Wednesdays 7:00 – 8:00 pm Plainsboro Park	Yes	\$100 per child Plainsboro Township
<input type="checkbox"/>	<b>Junior Tennis – Session IV Adv. Intermediate</b> Plainsboro youths ages 10 – 15.	6/22 – 7/29	Tuesdays & Thursdays 7:00 – 8:00 pm Plainsboro Park	Yes	\$100 per child Plainsboro Township
<input type="checkbox"/>	<b>Kids Garden Club</b> Plainsboro children ages 6 – 8	6/22 – 8/10	Tuesdays, 3:30 – 5:00 pm Room D Municipal Bldg.	Yes	\$12 per child Plainsboro Township
<input type="checkbox"/>	<b>Munchkin Tennis / Session I</b> Plainsboro children ages 4 – 7 with parent/guardian.	6/21 – 7/28	Mondays & Wednesdays 9:00 – 9:30 am Plainsboro Park	Yes	\$60 per child (\$25 additional child) Plainsboro Township
<input type="checkbox"/>	<b>Munchkin Tennis / Session II</b> Plainsboro children ages 4 – 7 with parent/guardian.	6/21 – 7/28	Mondays & Wednesdays 9:45 – 10:15 am Plainsboro Park	Yes	\$60 per child (\$25 additional child) Plainsboro Township
<input type="checkbox"/>	<b>Pre-K Nature Series / Session I</b> Plainsboro children ages 3 – 5 with parents/guardian.	7/01 – 8/12 No class on 8/05	Thursdays 11:00 am – 12:00 noon Room D Municipal Bldg.	Yes	\$12 per child Plainsboro Township
<input type="checkbox"/>	<b>Pre-K Nature Series / Session II</b> Plainsboro children ages 3 – 5 with parents/guardian.	7/02 – 8/13 No class on 8/06	Fridays 11:00 am – 12:00 noon Room D Municipal Bldg.	Yes	\$12 per child Plainsboro Township
<input type="checkbox"/>	<b>Senior Strength Training</b> Plainsboro seniors age 60 & up (*non-resident senior club members only)	6/23 – 8/04 No class on 7/14	Wednesdays 10:45 – 11:45 a.m. Room AB Municipal Bldg.	Yes*	\$24 resident; \$30 non-resident Snr Cit. Club members Plainsboro Township
* Plainsboro Senior Citizen Club members also eligible. Age requirements for senior programs varies – check program listing for information.					

## ADDITIONAL INFORMATION

**Registration Processing** Registrations are processed in the order received. In-person registration will be processed upon arrival. Registrations sent by mail will be processed by the end of the day they were received. Registrations left in the office drop box will be processed with daily mail. Mail is processed randomly.

**Program Fees** are due with registration. Payment is accepted by check or cash (exact amount requested). The township does not accept credit cards.

**Refund Policy** Unless otherwise noted, all program fees are non-refundable. Exceptions are made only in the event of an emergency and medical or other documentation may be required. Requests for refunds must be submitted in writing. Refunds will not be given for absences, vacations, removal from program due to behavior problems, or false statements pertaining to eligibility criteria. Refunds take 6-8 weeks to process.

**Class Changes** Requests to change a class registration will be subject to a \$5 administration fee. Registrations are not transferable.

**Trip** Any participants that fail to cancel before the specified date/& time or did not show up on the day of trip will be subject to a \$5.00 administrative fee per person. Registrations are not transferable.

**Eligibility** Programs offered by Plainsboro Recreation and Community Services Department are open to township residents only, unless otherwise stated. Programs for children in grades K-12 are open to students in Plainsboro & West Windsor, unless otherwise stated. Restrictions and/or non-resident fees may apply. Proof of age, residency, or other determinant may be required. Misrepresentation of any eligibility requirement will result in forfeiture of space in the program and no refund will be given.

**Program Cancellation** The Township reserves the right to cancel programs for which insufficient registration is received prior to the start of the program (amount of time varies). Participants will be notified as soon as a decision is made and full refunds will be given.

**Incident Weather** If schools have early dismissal or are closed due to inclement weather, all school-based activities for the remainder of the day are cancelled. If the municipal complex closes due to weather conditions, information will be posted on the main phone line. Instructors who cancel classes will contact their students directly.

**Photo Policy** By registering you/your child for the program(s) listed, you give permission for photos to be taken that may be used by the township or invited media. If you do not wish you/your child to be included in such photographs, you must submit this request in writing with registration.

**Behavior** Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to make recreation and community services department programs safe and enjoyable for all participants. Additional rules may be developed for particular programs as deemed necessary by staff. Participants shall:

- Show respect to all participants and staff
- Refrain from using foul language
- Refrain from causing bodily harm to other participants or staff
- Show respect for equipment, supplies and facilities

**Discipline** A positive approach will be used. The Plainsboro Recreation and Community Services Department reserves the right to dismiss a participant. Each situation will be evaluated on its own merit.

With registration for a Plainsboro Recreation and Community Services Department activity, the participant (or parent/guardian of a minor) assumes all risks associated with participation in the program, and hereby releases and holds harmless the Township of Plainsboro, its employees, partners, or volunteers from any claims of injury or losses of property that may occur as a result of participation in the activity. Neither the program leader nor any other staff or volunteers are responsible for minors prior to or after the scheduled program.

Participant (or Parent/Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident
Received by _____	Receipt # _____ Amount _____ Cash <input type="checkbox"/> Check <input type="checkbox"/>

### **For No Fee Programs ONLY**

Please e-mail this completed application by selecting the submit button. You will receive a confirmation e-mail within one business day of submission. If you do not receive a confirmation it is assumed the submission was not received and you must print and return the registration form via fax, mail, or in person.

**Submit Application by Email Now**

**For Fee Based Programs**

Users of online mail services such as Gmail or hotmail need to save the form to their hard disk by selecting the save button, and then attach it to an e-mail to [recdept@plainsboronj.com](mailto:recdept@plainsboronj.com). You will receive a confirmation e-mail within one business day of submission. If you do not receive a confirmation it is assumed the submission was not received and you must print and return the registration form via fax, mail, or in person.

**Save this Form for later printing or emailing**

**For Fee Based Programs**

Print form to return with payment (cash or check). Forms may be submitted in person or via mail.

**Print this Form**

**For No Fee Programs**

If form was not successfully submitted online, print form and return via fax, mail, or in person.

**Print this Form**