

# TOWNSHIP OF PLAINSBORO / RECREATION DEPARTMENT

## SPRING 2009 REGISTRATION FORM

641 Plainsboro Road, Plainsboro NJ 08536  
609 799-0909 ext. 332 Fax 609 799-7026 E-Mail recdept@plainsboronj.com

Registration opens  
March 9, 2009 – no  
registrations will be accepted  
prior to that date.

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

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 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 Department

### HEALTH / MEDICAL INFORMATION

Note any health or medical condition(s) that could affect participation in this program by checking appropriate categories below.

- Visual  Hearing  Respiratory  Cardiac  Circulatory  Perceptual  
 Allergies  Motor Skills / Mobility  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)?  Yes  No

### 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>Moving Stories</b> Plainsboro parents & children ages 2-5 yrs	3/27/09 – 6/12/09	Fridays 10:30a.m. – 11:45 a.m. Room AB Municipal Bldg.	Yes	
<input type="checkbox"/>	<b>Senior Jazzercise Lite</b> Plainsboro seniors age 60 & up (*non-resident senior club members only)	3/26/09 – 6/11/09	Thursdays 11:00a.m. – 11:45 a.m. Room AB Municipal Bldg.	Yes*	
<input type="checkbox"/>	<b>Senior Tai Chi</b> Plainsboro seniors age 55 & up (*non-resident senior club members only)	3/28/09 – 6/13/09	Saturdays 12:00 noon – 1:00 p.m. Room AB Municipal Bldg.	Yes*	
<input type="checkbox"/>	<b>Senior Yoga</b> Plainsboro seniors age 55 & up (*non-resident senior club members only).	Dates to be determined	Tuesdays 1:00p.m. – 2:00 p.m. Room AB Municipal Bldg.	Yes*	
<input type="checkbox"/>	<b>Gardening in Plainsboro</b> Plainsboro adults	3/25, 4/22 & 5/27	Wednesdays 7:00p.m. – 8:30 p.m. Wicoff House	Yes	
<input type="checkbox"/>	<b>Jnr. Ranger Program I – All About Birds</b> Plainsboro and W. Windsor children ages 6 – 12 years	4/4/09	Saturday 1:00p.m. – 2:30 p.m. Room AB Municipal Bldg.	Plainsboro & W. Windsor	
<input type="checkbox"/>	<b>Jnr. Ranger Program II – Stream Clean Up</b> Plainsboro and W. Windsor children ages 6 – 12 years	4/25/09	Saturday 9:00 a.m. – 1:00 p.m. Room AB Municipal Bldg.	Plainsboro & W. Windsor	
<input type="checkbox"/>	<b>Jnr. Ranger Program III – Frogs and other Amphibians</b> Plainsboro and W. Windsor children ages 6 – 12 years	5/2/09	Saturday 6:00p.m. – 7:00 p.m. Community Park	Plainsboro & W. Windsor	
<input type="checkbox"/>	<b>Jnr. Ranger Program IV – Discover Nature at Night</b> Plainsboro and W. Windsor children ages 6 – 12 years	6/12/09	Friday 8:00p.m. – 9:30 p.m. Plainsboro Preserve	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.

	<b>Program Participant Criteria</b>	<b>Dates</b>	<b>Day / Time / Location</b>	<b>Residency Req</b>	<b>Fee Check payable to</b>
	<b>Act a Folktale</b> Plainsboro children ages 3 – 5 years	3/23/09 – 6/15/09	Mondays 10:30a.m.–11:30 a.m. Room D Municipal Bldg.	Yes	\$12 per child Plainsboro Township
	<b>Dyeing Eggs with Natural Dyes</b> Plainsboro and W. Windsor children ages 6 – 12 years	4/8/09	Wednesday 1:00p.m.–2:30 p.m. Room AB Municipal Bldg.	Plainsboro and W. Windsor	\$2 per child Plainsboro Township
	<b>Kids Garden Club Series</b> Plainsboro children ages 6 – 8 years	4/1, 4/15, 4/29, 5/6, 5/20, 6/3/09	Wednesdays 4:00p.m.–5:00 p.m. Room D Municipal Bldg.	Yes	\$6 per child Plainsboro Township
	<b>Pre-K Nature Series / Session I</b> Plainsboro parents and children ages 3 – 5 years	4/2/09 – 6/11/09	Thursdays 11:00 a.m. – noon Room D Municipal Bldg.	Yes	\$16 per child Plainsboro Township
	<b>Pre-K Nature Series / Session II</b> Plainsboro parents and children ages 3 – 5 years	4/2/09 – 6/11/09	Thursdays 1:00p.m. – 2:00 p.m. Room D Municipal Bldg.	Yes	\$16 per child Plainsboro Township
	<b>Tiny Tot Nature / Session I</b> Plainsboro parents & children 18–36 mos	4/14	Tuesdays 11:00a.m. – noon Room AB Municipal Bldg.	Yes	\$5per child Plainsboro Township
	<b>Tiny Tot Nature / Session II</b> Plainsboro parents & children 18–36 mos	5/12	Tuesdays 11:00a.m. – noon Room AB Municipal Bldg.	Yes	\$5per child Plainsboro Township
	<b>Tiny Tot Nature / Session III</b> Plainsboro parents & children 18–36 mos	6/9	Tuesdays 11:00a.m. – noon Room AB Municipal Bldg.	Yes	\$5per child Plainsboro Township
	<b>Fencing</b> Plainsboro and W. Windsor youths ages 11 – 17 years	4/28/09 – 5/26/09	Tuesdays 7:30p.m. – 9:00 p.m. Room AB Municipal Bldg.	Plainsboro and W. Windsor	\$30 (Plainsboro Twp) \$20/equipment fee - payable to WW-P North Varsity Fencing
	<b>Senior Strength Training</b> Plainsboro seniors age 55 & up (*non- resident senior club members only)	3/25/09 – 6/10/09	Wednesdays 10:45a.m. – 11:45 a.m. Room AB Municipal Bldg.	Yes*	\$25 resident; \$30 non-resident Snr Cit. Club members Plainsboro Township
	<b>English as a Second Language/ Beginner</b> Plainsboro adults (Returning students only **)	4/1/09 – 6/3/09	Wednesdays 7:00p.m.–9:00 p.m. Room D Municipal Bldg.	Yes	\$25 per person Plainsboro Township
	<b>English as a Second Language / Conversation</b> Plainsboro adults (Returning students only **)	4/3/09 – 6/12/09	Fridays 6:00p.m. – 8:00 p.m. Conference Rm G Municipal Bldg.	Yes	\$25 per person Plainsboro Township

\* Plainsboro Senior Citizen Club members also eligible. Age requirements for senior programs varies – check program listing for information.  
\*\* NEW ESL STUDENTS must register in person. Call the Coordinator at 799-0909 x 352.

### 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.

**Eligibility** Programs offered by Plainsboro Recreation 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.

**Inclement 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 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 Department reserves the right to dismiss a participant. Each situation will be evaluated on its own merit.

With registration for a Plainsboro Recreation 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 \_\_\_\_\_

**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**