

Registration Information

HOW DO I REGISTER?

The registration form for Parks, Facilities, Recreation & Cultural Services programs can be found on page 10.

OR

www.welland.ca/Leisure/registration.pdf

Copies can be obtained at the Recreation & Cultural Services office, located at the Rose City Seniors Activity Centre, 145 Lincoln Street

Register early as our programs often fill quickly. Ensure that all information on the form is accurate including a home and business phone number.

NOTE: Registration fees are subject to applicable taxes.

INCLUSIVE PARTICIPATION?

Our department responds to the needs identified by the Welland community. Every effort is made to include individuals with disabilities in our programs. If you, or your child have a disability and require additional support or instructor awareness, please note this information on the registration form.

CAN I VOLUNTEER?

Volunteers are always welcome. Youth, adults and seniors who volunteer not only help others, they gain a sense of personal satisfaction and achievement. To learn more about the opportunities available call: 905-735-1700 ext. 4001.

DO I NEED TO ATTACH SEPARATE CHEQUES?

YES, when you Drop-off or Mail-in your registration use one cheque per course per participant. Otherwise, if one of your requested course(s) is filled, we cannot process your payment. Our goal is to accommodate all participants into their choice of program.



IN-PERSON

Recreation & Cultural Services Office at Rose City Seniors Activity Centre, 145 Lincoln Street. Office hours are Monday to Friday 8:30 am to 4:30 pm



DROP-OFF WEEK

Drop-off your registration inside the Centre, in the box provided, during regular business hours. Include cheque or credit card information ONLY. Do not drop-off cash.

HOW CAN I PAY?

Cash or debit card is accepted for in-person registrations only. Attach a cheque when mailing or dropping off your form. Post dated cheques will not be accepted (with the exception of Summer Camp). There is a \$35.00 fee for NSF cheques. We accept VISA, MC, American Express and debit payments! Complete the appropriate information on the registration form and you can even fax your form to us.

“CAN I PLAY TOO?”

The City of Welland offers fee assistance for department supported programs. The “fund” assists Welland families experiencing financial difficulties, by enabling their children ages 3 to 16 to participate in recreation programs. See page 13 of this guide for further details.

WHEN CAN I REGISTER?

You can fax or drop off your Spring & Summer registration forms starting March 1. Walk in and phone-in registrations will be accepted starting March 8 for most programs.

Registration Information



MAIL

City of Welland,
Parks, Facilities, Recreation & Cultural Services
60 East Main Street,
Welland, L3B 3X4

Include your cheque made payable to the "City of Welland" or credit card information. Do not mail cash. Mark your envelope with "Recreation & Cultural Services Program Registration".



FAX

905-732-6187 (credit card only)



TELEPHONE

905-735-1700 ext. 4001
(credit card only)

WHY DO CLASSES GET CANCELLED?

The department may cancel, postpone or combine any program that fails to meet the minimum registration numbers up to five business days prior to course start date. Therefore, it is important for you to have your registration in early. If a program has been cancelled, you will be notified by telephone. If we can not accommodate you in another class (based on availability), we will either credit your account or issue a full refund.

INCLEMENT WEATHER

Every effort will be made to reschedule program dates which are cancelled due to situations beyond our control i.e. weather, instructor absence, power outage, etc.

PROGRAM CHANGES?

We reserve the right to cancel or alter any class time, fee, instructor or location if required. Every effort will be made to avoid these changes or to reschedule cancelled classes.

CAN I GET A CREDIT OR REFUND?

A full credit or refund will be granted if an activity is cancelled by the Department. Otherwise,

requests for credits or refunds must be called into the office during the first half of the classes. Your credit or refund will be prorated by the number of classes passed. (Exception: Summer Camp - see page 28 for details). Credits under \$10.00 will be kept on your account for use in future registrations. All refund requests will be subject to an administration fee. Programs are non-transferrable. Please allow 3 weeks for processing and mailing of your cheque.

WHO IS CONSIDERED A WELLAND RESIDENT?

You are a resident if your property tax form indicates your home to be located in Welland. There is a fee of \$5.00 per person per program to be added to a non-resident registration.

SMILE...YOU'RE ON CAMERA!

Picture this...we have several friendly staff photographers who visit our programs and events looking for a picture perfect you.



The photos are used in our Leisure Guide and any promotional materials. So keep smiling! If you object to having a picture printed, please let our photographers know.

**CITY OF WELLAND
PARKS, FACILITIES, RECREATION & CULTURAL SERVICES**

PROGRAM / POOL REGISTRATION FORM

PLEASE PRINT

How did you find out about our programs: Leisure Guide Media Word of Mouth
City Website Other _____

PARTICIPANT LAST NAME	FIRST NAME
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ADDRESS _____

CITY/TOWN	POSTAL CODE
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HOME PHONE	BUSINESS PHONE	E-MAIL
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HEALTH INFORMATION / SUPPORT REQUIREMENTS: None

AGE	DATE OF BIRTH	Male <input type="checkbox"/> Female <input type="checkbox"/>
	MONTH DAY YEAR	

PARENT/GUARDIAN FULL NAME IF PARTICIPANT UNDER 18 YRS
LAST NAME _____ FIRST NAME _____

ADDRESS: Same as participant YES NO
If no, _____

Non-Resident Participants add \$5.00/registration **NOTE: Registration fees are subject to applicable taxes**

SWIM REGISTRATION: check one
Maple Park A B C D **St. George** E F G H **Memorial Park** I J K L

PROGRAM/LESSON NAME	DAY	TIME	SESSION	FEE
1st CHOICE				
2nd CHOICE				

ONE CHEQUE PER REGISTRATION PAYABLE TO:
"CITY OF WELLAND" Parks, Facilities, Recreation & Cultural Services
***DROP-OFF** 77 Division St. (Holy Trinity Church) Welland **MAIL-IN** 60 E. Main St., Welland L3B 3X4

CURRENT ROSE CITY SENIORS ACTIVITY CENTRE MEMBERSHIP (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/> RENEWAL MONTH _____	PAYMENT OPTIONS
	Date _____ FEE _____ AmExp <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> DEBIT <input type="checkbox"/> CHEQUE <input type="checkbox"/> CASH <input type="checkbox"/> TOTAL FEE _____ Card # _____ Cardholder Signature _____ Exp. _____

***DROP-OFF & IN-PERSON REGISTRATION TIMES Monday to Friday 8:30 am to 4:30 pm**