

ADA ACCESS & ANTI-DISCRIMINATION POLICY

The West Milford Department of Community Services and Recreation does not discriminate on the basis of race color, national origin, age or disability in its programs or activities. Individuals who need auxiliary aids for effective communication in programs and services of the Township of West Milford are invited to make their needs and preferences known to the ADA Compliance Coordinator at 973-728-2710. Please give two weeks notice in order to help meet requirements.

REFUND POLICY: as of 1/1/13

1. Refunds will NOT be given after a program begins.
2. Refunds can be requested for medical reasons. They MUST be in writing and they must be accompanied by a physician's note. A \$10.00 processing fee will be charged.
3. Refunds for personal reasons must be made in writing five (5) business days before the program begins. A \$10.00 processing fee will be charged. Therefore, there will be no refunds for programs costing \$10.00 or less.
4. If the Department cancels a class because of insufficient enrollment, a full refund will be issued.
5. A refund issued from the Township may take up to 8 weeks.

REGISTRATION EXCEPTIONS

Programs are designed according to age and/or instructor/student ratios or level that will best benefit the student. Please do not ask us to exceed class limits, or put your child in the wrong age or skill level.

FILLED CLASSES AND WAITING LISTS

There are two reasons you may be put onto a "wait list".

- 1) If the program needs a minimum amount of participants to run. When that number is reached, you will be notified by email that you have 48 hours to register and pay for the program.
- 2) If the class is actually full you will be notified and placed on a waiting list. There are no guarantees for placement. If any openings become available, you will be notified by email that you have 48 hours to register and pay for the program.
- 3) Waiting lists are kept for the current program season only.

Pre-registration is required for all programs.

In the event of inclement weather, every effort will be made to contact program participants. If you are unsure about a cancellation, please call

973-728-2860. Non-residents must add \$10.00 to all registration fees. There is a \$10.00 maximum fee per family, per program.

CODE OF CONDUCT

Individuals are expected to exhibit appropriate behavior at all times. The

following guidelines have been developed to make programs safe and

enjoyable for everyone. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff. Individuals (parents, participants, officials, spectators and employees) shall:

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

A positive approach to discipline will be used. Each situation will be evaluated on its own merit.

The Community Services & Recreation Department reserves the right to revoke the registration of any participant if his/her behavior negatively affects other individuals.

PUBLICITY PHOTOGRAPHS

The Department reserves the right to photograph program participants for publicity purposes, such as future brochures or fliers. The Community Services & Recreation Department cannot be responsible for printing errors in this brochure.

REGISTER EARLY DON'T

LET A GOOD PROGRAM VANISH!

A good class may not run if everyone waits until the last minute to register. An instructor needs time to prepare materials. If there aren't enough participants to run a class by a reasonable time, the class will be canceled.