

REGISTRATION INFORMATION

REGISTRATION

BEGINS Monday, March 5th for Hilton-Parma and School District residents. Non-residents may register for most programs, if space permits, beginning March 12. Hilton-Parma Team Sport programs, Summer Playground programs, and other select programs financially subsidized by the Town of Parma are not open to individuals residing outside the Town of Parma or Hilton School District.

PROGRAM CLASS NUMBERS

Class numbers are listed under the class description. These codes are very important in processing the registration form. Please accurately fill-in the class number on the registration form.

CONFIRMATIONS

NO NEWS IS GOOD NEWS: You will be notified only if a class has been filled, cancelled or changed.

CLASS CANCELLATION

All programs must have an adequate number of registrations as decided by the Recreation Department. The Department has the right to cancel the program. The Hilton-Parma Recreation & Parks Commission is supported by monies from the Town of Parma, NYS Division for Youth, and through program registration fees.

REGISTRATION PROCEDURE

Registration is by mail, drop-box, or online at www.parmany.org/Recreation. The "Mail-Drop" box is located in the Recreation Office door at the Village Community Center and is available for program registrations during building hours. Mail-in, drop-box, and online registrations are processed together each day at the time of the U.S. mail delivery. You must register prior to attending any program unless otherwise noted. All fees are due and payable at the time of registration. Cash, check, MasterCard, and Discover payments are accepted. Please make checks payable to "Hilton-Parma Recreation".

CREDIT CARD POLICIES

MasterCard and Discover card are accepted online at www.parmany.org/Recreation or in person at the Recreation Office. A convenience fee will be applied to your charge as follows:

\$1.50 up to \$65.00
2.45% over \$65.00

REFUND POLICY

All programs offered this season are sponsored by the Hilton-Parma Recreation & Parks Commission, unless otherwise specified, and are open to all persons residing within the Town of Parma, Village of Hilton and Hilton School District. **There are no refunds after a program has been completed.*

UNLESS STATED OTHERWISE, all refund requests must come directly to the Hilton-Parma Recreation Office prior to the program starting date. No refunds after this date unless:

1. The program is cancelled by the Recreation Department.
2. The request is accompanied by a doctor's written excuse; at this point the refund will be pro-rated.

WAIT LIST

Wait lists are kept for classes that have reached maximum enrollment. The Recreation Department makes every possible effort to add or expand these classes depending on instructor and space availability. Participants will be contacted by the Recreation Office if a class is filled and they are put on a wait list. Names will remain on the wait list until the day the program begins, in case an opening becomes available.

PHOTO POLICY

Occasionally, photos may be taken of participants in the programs, classes, and activities, or of people in the town's parks. Please note these photos may be used in future brochures, websites, pamphlets, flyers, or news releases.

"The Town of Parma ensures residents that all program and facilities are available for the public to participate in regardless of race, gender, income, physical disabilities, creed or other barriers that would preclude participation."

IF THE RECREATION DEPARTMENT CAN ASSIST IN ANY FASHION CONCERNING ANY OF OUR PROGRAM OFFERINGS, PLEASE CONTACT STEVE FOWLER, RECREATION DIRECTOR FOR ASSISTANCE AT 392-9030.