

Registration How To's

REGISTRATION GUIDELINES

- Registration will only be processed starting on the first day of registration.
- Registration will be processed on a first come, first serve basis.
- Registration will be accepted until 2 p.m. on the closing date, or until the class is full or canceled.
- Registrations are only accepted at Green Bay Parks, Recreation & Forestry Office prior to participation. Proof of registration will be required at the class. Payment will NOT be accepted on site unless indicated on publicity materials. Please register early! If there are not enough registrants, the program may be canceled.

It is the policy of the City of Green Bay to ensure that all citizens have an equal opportunity to participate in and receive the benefits of the services, programs, or activities of the city. If a reasonable accommodation is needed to participate in the services provided by the City of Green Bay, please contact 448-3365.

REGISTRATION FORM

Complete the registration form posted on our website making sure you have included the correct ACTIVITY NUMBER (if applicable). It is very important that you use the activity number and that it is entered accurately. This form can be used for your entire family.

Be sure to list first and second choices of a class when offered. If your first choice is filled, we will try your second choice and so on. If you have only one choice listed and that class is full, your registration will be returned. Waiting lists are maintained for those individuals unable to get into the program. We will attempt to offer additional sessions whenever possible.

Many classes quickly reach their maximum enrollments. For the best chance of enrolling in a class register as early as possible.

RESIDENT/NON-RESIDENT

It is your responsibility to check your residency. Residents will have priority in registering for programs according to published registration dates. Special Populations programs are resident only.

Residents are defined as any person who lives within the corporate city limits of Green Bay. Having a Green Bay address does not necessarily mean that a person lives within the city limits.

Non-Residents are those who live outside the corporate city limits. Fees for non-residents wishing to participate in programs will be 50% higher than residents unless other fee structures have been authorized by the Parks Committee and Common Council.

5 EASY WAYS TO REGISTER

1. 1. Mail-In: Complete Registration form and send with payment.
2. 2. 24-Hour Drop-Off: Complete Registration form, including payment and drop-off in box located behind City Hall.
3. 3. Fax-In: complete Registration form and fax with charge card information.
4. 4. Walk-In: Register in person at the Green Bay Parks, Recreation and Forestry Department.
5. 5. Phone: Call in participant information and pay with a charge card.

CONFIRMATION

Receipt and confirmation will be returned to you once your registration has been processed. Please be sure to read your receipt carefully to verify class location, level and time.

TRANSFER/REFUND

All transfer requests (move from one class/location to another) will be subject to space availability and approval of Recreation Supervisor. All program refund requests will be charged a \$5 administrative fee. No refunds will be

issued after a program has begun. Fees are not pro-rated for participants beginning programs after the starting date or leaving programs prior to the last class. The only exceptions will be in case of verifiable illness or emergencies.

CANCELLATIONS

Inclement weather, unforeseen building or mechanical problems may cause class cancellations. **When the schools are closed, our programs in the schools must be canceled.** Cancellations are announced on most AM & FM radio stations. There are no refunds for these cancellations, unless cancellations are for an extended period. If classes are canceled due to lack of registrations or interest, a refund will be processed in approximately 3 weeks. Cancellations will be posted daily on our website after 3 p.m.

INSURANCE

The Department does not carry medical or accident insurance for program participants. Individuals should carry their own personal health insurance to be certain that they are properly covered.

STUDENT-INSTRUCTOR RATIO

Programs designed according to an instructor/student ratio and at an age level that will best benefit the student. The Department will try its best to accommodate everyone, however, it is vital to the enrolled students and instructors that we do not exceed our maximum enrollment.