

REGISTRATION FORM

- ▲ Please write legibly; fill in required spaces
- ▲ Don't forget to indicate the activity number for each class
- ▲ You will receive a confirmation of registration in the mail

Please check this box if your address, phone number and/or e-mail has changed.

NAME	EMAIL		
ADDRESS			
CITY	ZIP	WORK#	HOME#

PARTICIPANT	AGE	DATE OF BIRTH	PROGRAM TITLE	ACTIVITY #	DAY	TIME	FEE
I wish to donate \$1 to the "Friends of Foster City" Scholarship Fund							
I wish to donate \$ _____ to the "Friends of Foster City" Scholarship Fund							
NON-RESIDENT FEE - ADD \$5 PER CLASS							
TOTAL							



The "Friends of Foster City" Scholarship Fund Supports individuals and families in need who would like to participate in the various programs offered by the Recreation Department.

Persons with disabilities are welcome to participate in any class or activity offered. We will make reasonable efforts to accommodate your special need. If you have additional questions please call 286-3379. If you require assistance or accommodations for this activity, check here.

I hereby agree to hold the City of Foster City, the Estero Municipal Improvement District, their employees, officers, and program and activity instructors harmless from all liability which may arise as a result of my participation in the above activities. In the event that the above named participant is a minor I hereby give my permission for his/her participation in the above listed activities and also agree to hold the City of Foster City, the Estero Municipal Improvement District, their employees, officers, and program and activity instructors harmless from all liability which may arise from said minor's participation in such activities. I understand that the above named activities may involve risk or accidental injury and hereby voluntarily assume such risks. If the participant is a minor the parent or guardian must sign below.

SIGNATURE: _____
 PARTICIPANT PARENT GUARDIAN

Make Checks Payable to: The City of Foster City

	<p>I hereby authorize the use of my MasterCard or Visa account.</p> <p>Print name as it appears on card: _____</p> <p>MasterCard or Visa number: _____</p> <p>3-Digit Security Code: _____ Expiration Date - Month & Year: _____</p> <p>Signature: _____</p>
	

CUT THE RED TAPE (REGISTRATION)

ONLINE



Starting March 3, 2010

Go to
www.fostercity.org
then click on **Classes**

MAIL-IN



Starting March 3, 2010

Foster City Parks and Rec. Dept. –
Registration 650 Shell Blvd.
Foster City, CA 94404

FAX-IN



Starting March 3, 2010

Fax completed form
including all your MasterCard/Visa
information to (650) 345-1408,
Attn: "Registration"

WALK-IN



Starting March 16, 2010

Monday-Thursday	8am-10pm
Friday	8am-5pm
Saturday	9am-4pm

REGISTRATION INSTRUCTIONS

- ▲ Fill out form completely, including activity number (please print), and ages for children. If indicated class is filled, and no alternative is listed, your name will be put on the waiting list, and your check returned.
- ▲ Write a separate check or money order for each person, for each class.
- ▲ Make checks payable to the City of Foster City (include activity number on check). Do not mail cash. Registration will not be processed without correctly paid fees. (There will be a \$15 fee for each returned check.)
- ▲ Class fees cannot be prorated; there will be NO make up sessions for participants who miss class.
- ▲ Classes not reaching minimum numbers will be canceled and fees refunded.
- ▲ There is a non-refundable \$5 administrative fee for ALL classes, which is already included in the advertised cost.
- ▲ Class registrations will not be taken over the phone.

NON-RESIDENT REGISTRATION

- ▲ Non-resident fee: Add \$5 per class.
- ▲ Non-resident registration begins March 16, 2010.

REFUND POLICY

- ▲ Requests for refunds received after the start of class and prior to the third class meeting will be prorated based on the number of classes conducted, not attended. Requests for refunds received after the start of the third class meeting will be denied unless they fall under our Satisfaction Guarantee Policy.
- ▲ There will be a \$5 administrative fee deducted from all refunds that do not fall within our Satisfaction Guarantee Policy.
- ▲ Refunds take 3-6 weeks to receive in the mail. Refunds are processed by check only, no credits will be given.

Register Online

Online registration begins March 3, 2010.

This service provides you with a quick, hassle free way to register for your favorite classes 24 hours a day, 7 days a week!

Step 1: Set up an account

Visit www.fostercity.org, under Services select the **Classes** link and then select the **Recreation Online Registration** link. Request an account. Within a few days your account will be approved and you will receive a Customer ID Number.

Step 2: Register for classes

Once your account has been approved log onto www.fostercity.org, select the **Classes** link and then select the **Recreation Online Registration** link. Use your Customer ID number and the password you selected to view and register for the classes of your choice. You will need your Visa or MasterCard number and expiration date. Shortly after submitting your registration, you will receive a class registration confirmation. Please print your confirmation receipt.

For more information
email recreation@fostercity.org
or call us at (650) 286-3380.

Foster City Parks and Recreation Department's Satisfaction Guarantee

We constantly strive to provide you with the highest quality recreation programs. If you are dissatisfied with the quality of our programs or instructors, we encourage you to contact us immediately so that we can work to resolve your concern and improve the quality of our programs for all participants. If we are unable to resolve your concerns, we will be happy to transfer you to another class or issue a full refund.

Some of our programs, for example, Adult Leagues, Tennis, Hillbarn Theatre, California Windsurfing, Facility Permits, Trips and Tours, Jazzercise, Community Chorus, and other community programs advertised in this publication have different, specific policies which do not fall under the Satisfaction Guarantee Policy. Your complete satisfaction with these programs is equally valued, and we will work with you to resolve your concerns and satisfaction in these activities as well. Please contact us in writing, by phone, or in person at the Recreation Center. Requests must be made as soon as a concern arises, but prior to the final class meeting to receive a refund.

Please note: There will be a \$5 administrative fee deducted from all refunds that do not fall within our Satisfaction Guarantee Policy.