

## Activity Registration Form

### Adult Information

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Email required for internet registration's "Forgot My Password" feature.  
See e-mail / privacy policy below.

**Gender:**  Male  Female **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **OR age category:**  Adult (18-49)  Adult 50+

**Family emergency contacts:** (Two contacts required for minors. 1st Contact must be the minor's parent/guardian)

**1st Contact:** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Other: \_\_\_\_\_

**2nd Contact:** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Other: \_\_\_\_\_

### Course Participant Information

(First)	Participant's Name (Last)	Sex	Birth Date	Grade	Course Title	Course #	Start Date	Fee*

\* Non-refundable registration processing fees in the amounts of \$3.00 (\$1.00 for resident Senior Center programs) are included in each course registration fee.

\* Non-refundable debit/credit card convenience fees will be passed to the customer.

### Medical Information

(First)	Participant's Name (Last)	Medication	Known Allergies

CONTINUED ON PAGES TWO AND THREE



## Activity Registration Waiver, Policies, and Code of Conduct

"I certify that I, or as a parent or guardian of \_\_\_\_\_ intend to enroll myself or him/her in the above referenced activity. On behalf of myself or my child, I agree to waive and release the City of Encinitas, and its officers, agents, and employees, from and against any and all claims, cost liabilities, expenses, or judgments, including attorney's fees and court costs arising out of my or my child's participation in the City's Recreation program or any illness or injury resulting therefrom. I recognize that the activity can be dangerous to myself or my child and accept those dangers. I understand that if I or my child is injured, this waiver will be used against me and anyone else claiming damage because of myself or child's injury in any legal action. I agree that pictures/ videos taken during program hours may be used for future City of Encinitas promotional purposes. I also understand that no employee or agent is authorized to modify this waiver.

In the event of sudden illness, accident or injury which may occur while said minor is engaged in activity supervised by the representatives, agents or assignees, when neither the parents, guardian or designated family physician can be contacted, I hereby give my consent pursuant to California Civil Code #25.8 for emergency treatment as shall be necessary under circumstances by any physician licensed under the Laws of the State of California in consideration of my or my child's participation in the activity, I hereby release and discharge City of Encinitas and its elective and appointive boards, agents, and employees from any and all claims for personal injury.

### **Medium Withdrawal**

By checking this box, I wish to withdraw the consent for the registered participant's appearance for **THIS ACTIVITY** on any recorded medium including, but not limited to video, audio, and photos for use in any form including, but not limited to print, websites, blogs, and internet.

### **Email / Privacy Policy**

Per policy #PR R005, email will only be used to provide most recent and relevant information regarding City Recreation programs. Emails will be for City program promotion only. The City will not share your contract information with anyone without your permission unless we are required to do so by law.

### **Refund/Cancellation Policy**

Refund requests must be submitted by email to [prca@encinitasca.gov](mailto:prca@encinitasca.gov). Activities are subject to change. A full refund will be given if the City cancels the activity. No refunds will be issued for inclement weather or after the start of the program.

- Refunds requested at least seven (7) calendar days before the first program meeting date may be granted, minus a \$20 cancellation fee; or a \$10 cancellation fee for senior (ages 50+) programs. Registration processing fees and card convenience fees are non-refundable.
- Prorated refunds may be given for a medical reason, based on the number of unattended days. Medical verification required with doctor signature.

Refund requests submitted less than seven (7) calendar days before the start of the class must be submitted by email to [prca@encinitasca.gov](mailto:prca@encinitasca.gov) or delivered in writing to the Encinitas City Hall Parks, Recreation and Cultural Arts service desk. Refund requests submitted less than seven (7) calendar days are time-stamped and reviewed by the division head. Submission of request does not guarantee approval.

### **Transfer Policy**

Transfers may be requested up to seven (7) calendar days before the start of the program by emailing [prca@encinitasca.gov](mailto:prca@encinitasca.gov) or providing written verification in-person at the Parks, Recreation and Cultural Arts Offices, the Encinitas Community and Senior Center, or Pacific View Arts Center. Transfers will incur a \$10 transfer fee. Transfers to a program of greater value will include the transfer fee, program fee difference and an additional processing fee.

Transfer requests by phone or by leaving a message will not be considered. Transfer requests made less than seven (7) calendar days before the start of the class must be submitted by email to [prca@encinitasca.gov](mailto:prca@encinitasca.gov) or delivered in writing to the Encinitas City Hall Parks, Recreation and Cultural Arts service desk. Transfer requests made less than seven (7) calendar days are date-stamped and reviewed by the division head.

### **Waiting List Policy**

When a roster spot becomes available, the first person on the waiting list will receive an email with a registration link. The recipient has 36 hours from the time the email is sent to complete registration online and secure the spot; otherwise, they will be removed from the waiting list. Registration must be completed online using the provided link – phone calls, emails or voicemails will not hold a spot. Participants are responsible for maintaining a current email address on their account. For questions, please contact [prca@encinitasca.gov](mailto:prca@encinitasca.gov) or call (760) 633-2743 or (760) 943-2250.

## Activity Registration Waiver, Policies, and Code of Conduct (CONTINUED)

The City of Encinitas Parks, Recreation and Cultural Arts Department reserves the right to adjust the transfer/refund policy depending upon the circumstances and the severity of the situation.

### **Non-Refundable Processing Fees**

\$3.00 for all transactions (\$1 fee for residents in Senior Center programs)  
3.7% for credit / debit card transactions

### **Non-Resident Fees**

\$15 if Registration Fee ≤ \$100
\$20 if Registration Fee = \$101 to \$200
\$25 if Registration Fee ≥ \$201
\$3 Senior program Fee

### **Code of Conduct**

The City of Encinitas is looking forward to providing your child with a fun, memorable, and safe experience. Each participant has a responsibility to act in a way that assures a positive experience for all. All participants are required to follow this Code of Conduct.

### **Behavior Guidelines**

- Participants shall be responsible for their words and actions.
- Participants shall be respectful of others.
- Participants shall follow directions from staff members.

### **Prohibited Behaviors**

- Endangering the health and safety of themselves, other participants, and/or staff or volunteers.
- Stealing, damaging, or failing to care for City or personal property.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Inappropriate physical contact.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content.
- Bullying or acts of aggression or violence.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her safety, may be considered a weapon.

### **Discipline Policy**

Depending on the seriousness of the violation of the Code of Conduct, disciplinary action will be progressive and may begin at any of the following steps:

- Verbal counseling (warning) from Instructor and/or Staff.
- Written/Joint counseling from Instructor and Manager. Parent/guardian will be notified of the counseling by the Instructor or Manager and a meeting with the parent/guardian may be required.
- Suspension.
- Expulsion.

Aside from verbal counseling, disciplinary action will be fully documented, and the parent/guardian will be informed of all actions taken. At any time during the process the student and/or parent/guardian may request a meeting be held with Encinitas staff.

I certify that I have read and understand this Release from Liability and Indemnification, Code of Conduct and agree to the Email Privacy Policy and Refund/Cancellation Policy.

**Signature of:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
                   o Adult Participant    o Parent            o Legal Guardian

***Please share with us, how did you hear about the program(s)? (Please check one)***

- Friend/Neighbor     Internet Search     Mailed Recreation Guide     Online Recreation Guide     Past Participant  
 Other: \_\_\_\_\_