

# REGISTRATION & REFUND POLICIES AND PROCEDURES

## Radnor Township Recreation Department Programs/Trips/Events (Read Information Carefully):

**How to Register for Programs/Trips/Events:** Completed paper registration forms can be mailed/dropped off at the Recreation Department in the Radnor Township Building at 301 Iven Avenue, Wayne, PA 19087. Office hours are 8:00 AM to 4:00 PM Monday to Friday. All questions should be directed to the Recreation Department at 610-688-5600. Registration forms must be filled out completely and signed by the parent/guardian of the participant if under the age of 18 or the by the adult registrant. Payment is due in full and is required at the time of registration. Participants who register will not be contacted prior to the start date. If you would like information or need to reach us with questions, please contact our office. Please register in advance of the start of a program/trip/event. We will cancel if sufficient registrations are not received. Registrations will continue until program/trip/event is filled.

**Payment Methods:** Cash or check made payable to "Radnor Township"; Credit Cards are accepted only in person at our office and are not accepted by telephone. **Discount Tickets Program - payments accepted by cash or check ONLY - no credit cards accepted.**

**Non-Residents:** Radnor Township residents have priority registration. Non-Radnor Township residents will pay the established rate of an additional \$30 per program/trip/event.

**Refunds:** We reserve the right to cancel a program/trip/event any time if insufficient registrations are not obtained. In this case, a full refund will be issued. **If you cancel or withdraw your registration, you must submit a refund request to our Department 3 weeks (21 days) prior to the start of the program/trip/event in order to be considered for a refund. Approved refunds are subject to an administration charge of 10% the total fee of the program/trip/event (no less than \$10.00).** If your participation is terminated for failure to follow rules of conduct, or for actions or conduct detrimental to or incompatible with the best interests of the program/trip/event as a whole, you are not entitled to a refund.

**Cancellations:** There is a minimum number of registrations that are needed. If registration numbers are not sufficient, the program/trip/event will be canceled. Participants will be notified and will receive a full refund.

**Waitlists:** You will be added to a waitlist if we have reached our maximum in a program/trip/event and you will receive a full refund. We will contact you if there is a cancellation by another participant or if conditions allow us to re-open registration.

### **Essential Eligibility Criteria:**

Our highest priority is providing a safe and positive experience to all participants. In order to create a safe and positive environment that fosters success, all participants must be able to perform the following functions outlined below. If the participant has a special condition that would prevent him/her from meeting the Essential Eligibility Criteria of the program/trip/event, the Township may not be able to make accommodations for the participant.

The Essential Eligibility Criteria are the following:

- Understand and follow the directions of staff.
- Communicate needs and concerns to staff.
- Identify and avoid health and safety risks.
- Assume responsibility for personal care independently, such as feeding or dressing oneself (if applicable), or using the restroom.
- Refrain from abusive behaviors, physical or verbal, toward self and others.
- Function effectively as part of a group and work together with others.
- Participate in varied environments, sometimes with transitions, both indoors/outdoors; in cold/hot temperatures.
- Manage personal mobility and distances independently at the program/trip/event site.
- Carry weight of personal belongings as applicable (lunch, towel, water bottle) in a backpack.
- Participate fully in the outlined activities in the program/trip/event description.

**Locations:** Please call us if you need confirmation or directions to program/trip/event locations.

**Returning from Trips:** While at a trip destination, it is your responsibility to return to the bus at the designated time at the conclusion of the trip. **If you are late in returning back to the bus, you are responsible to provide your own transportation back to Radnor Township.** We will not hold the bus for late participants. At many of our destinations, the bus cannot wait for long periods of time for everyone to return. Please plan accordingly.

**Inclement Weather & Program Status:** Inclement weather advisory notices and cancellations will be posted at [www.radnor.com](http://www.radnor.com), click the drop down menu for Recreation, then click Field and Program Status. We will make every effort to email you in addition to updating the website. Please contact our office if you have questions regarding program. Cancellations at Radnor Township School District locations may not reflect our status. Our inclement weather program notices are not for programs offered by the local community organizations - Please consult each of these organizations directly.

**RADNOR DAY CAMP 2018: Monday—Friday, June 25 to Aug. 3 (no camp 7/4/18)**

**PARTICIPANT INFORMATION**

PARTICIPANT'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ GENDER:  M  F  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ PHONE (H) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 SCHOOL \_\_\_\_\_ SEPT 2018 GRADE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 MOTHER/GUARDIAN'S NAME \_\_\_\_\_ Work \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 FATHER/GUARDIAN'S NAME \_\_\_\_\_ Work \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 EMERGENCY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 PHYSICIAN'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PLEASE LIST ANY ALLERGIES (INCLUDE IF THE ALLERGY IS LIFE THREATENING OR NON-LIFE THREATENING), ANY MEDICAL CONDITIONS/SPECIAL NEEDS/DIETARY RESTRICTIONS OR ANY OTHER INFORMATION OF WHICH WE SHOULD BE AWARE. ADDITIONAL INFORMATION MAY BE REQUESTED.

*To best serve the needs of program participants for various conditions, we require the above information to assist our staff in understanding the participant and to make every effort to accommodate them.*

**2018 RADNOR DAY CAMP GENERAL REGISTRATION INFORMATION**

**EARLY BIRD/SPECIAL PRICING: VALID 1/8/18 TO 2/2/18**

Save on the cost of Trips & Lunches for a limited time only!

- EARLY BIRD RDC Full Day SAVE \$150 PER CAMPER \$1,325**
  - EARLY BIRD RDC Half Day SAVE \$75 PER CAMPER \$1,025**
- All prices are subject to a \$30 Non-Radnor Resident fee when applicable*

**REGULAR PRICING: VALID 2/3/18 until max. capacity is reached**

- RDC Full Day WITH 4 Trips/6 Special Lunch Days \$1,475**
- RDC Full Day NO Trips/ NO Special Lunch Days \$1,325**
- RDC Half Day WITH 2 Trips/6 Special Lunch Days \$1,100**
- RDC Half Day NO Trips/NO Special Lunch Days \$1,025**

**RADNOR TOWNSHIP SCHOOL DISTRICT EXTENDED SCHOOL YEAR (ESY) / PRORATED FEES\***

**Will your child be participating in the Radnor Township School District (RTSD):**

- **Extended School Year (ESY) Program?**  Yes  No  Not Sure/Participated Last Year
- **English Language Learners (ELL) Program?**  Yes  No  Not Sure/Participated Last Year
- **Literacy Program/Reading Camp?**  Yes  No  Not Sure/Participated Last Year

**IF YOU SELECTED YES TO ANY OF THE RTSD SUMMER PROGRAMS, PLEASE SELECT THE APPROPRIATE PRORATED FEE FROM BELOW\*:**

**EARLY BIRD OR NO TRIPS & LUNCHES:**

- ESY PRORATED FEE\* \$1,130**
- ELL PRORATED FEE\* \$1,200**
- READING PRORATED FEE\* \$1,200**

**PRORATED FEE + ALL TRIPS/LUNCHES:**

- ESY + Trips & Lunches \$1,280**
- ELL + Trips & Lunches \$1,280**
- READING + Trips & Lunches \$1,280**

\*Campers who are participating in the Radnor Township School District summer school programs such as Extended School Year (ESY), English Language Learners (ELL), or Literacy Camp (LIT/Reading Camp) are eligible for a prorated fee. If you register your child today under one of the prorated fees and it is later determined that your child will not be participating in one of these programs, you will be responsible for paying the remaining balance due for Radnor Day Camp. Field trips and special lunch days are NOT prorated, and you must select either all trips and lunches or no trips and lunches. THE FIELD TRIP SCHEDULE WILL OVERLAP WITH THE RTSD SUMMER SCHOOL PROGRAMS, THEREFORE, YOU MUST DECIDE IF YOUR CHILD WILL ATTEND THE FIELD TRIPS OR IF THEY WILL ATTEND ESY/ELL/LITERACY CAMP. Please contact us if you have any questions 610-688-5600.

**TRANSPORTATION**

**Half Day:** AM:  Parent Drop off **OR**  Bus Stop Choice: \_\_\_\_\_  
**Full Day:** AM:  Parent Drop off **OR**  Bus Stop Choice: \_\_\_\_\_  
 PM:  Parent Pick up **OR**  Bus Stop Choice: \_\_\_\_\_

Bus Stop Choices: Clem Macrone Park, Filipone Park, Odorisio Park, Cowan Park, Radnor Township Building, Radwyn Apartments, and Ithan Elementary School.

\* Bus stop locations subject to change \*

**SWIMMING**

**My Camper:**  is permitted to swim  
 is **NOT** permitted to swim

**Swimming Level:**  Beginner  
 Intermediate  
 Advanced

**SHIRT SIZE**

**Youth:**  X Small  Small  Medium  Large  X Large  
**Adult:**  Small  Medium  Large  X Large

**Total Amount Due: \$** \_\_\_\_\_

**Not a Radnor Resident? Add \$30 Non-Resident fee.**

**PERMISSION STATEMENT & LIABILITY RELEASE**  
 (FOR MINOR PARTICIPANTS UNDER 18 YEARS OF AGE)

I, the undersigned, give my permission for my minor child to participate in all aspects of the above program/trip, including but not limited to transportation to/from said program/trip, and I understand and assume all of the risks of my child's participation in this program/trip. I certify that my child is in good health and is able to attend and participate in this program/trip and I hereby acknowledge that my child's participation may involve a risk and the possibility of injury, disability and/or death.

In consideration of my child being permitted to participate in the above program/trip, I hereby, for child and myself, our heirs, executors, administrators, and assigns forever remise, release, discharge, indemnify, and hold harmless Radnor Township and its successors and assigns, directors, officers, members, agents and representatives and employees, and their heirs, executors, administrators, assigns, from any and all manner of actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands whatsoever, which my child or I, or our legal representative may have or may acquire against Radnor Township or its directors, officers, members, agents, or other representatives, by reason of any loss resulting from personal injury or damage to any personal property belonging to my child or me, which may occur during or by reason of my child's participation in this program/trip.

I agree that Radnor Township shall have the right at its discretion to enforce established rules of conduct and/or terminate my child's participation in this program/trip for failure to follow these rules of conduct, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the program/trip as a whole.

I hereby grant Radnor Township and any of its directors, officers, members, agents, and other representatives, full authority to take whatever action they consider to be warranted regarding my child's health and safety, and I fully release all of them from any liability for such actions taken on my child's behalf.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN    /    PRINTED NAME OF PARENT/GUARDIAN    /    DATE**

**INSURANCE INFORMATION**

"I understand that no health, medical, workers' compensation, and/or accident insurance is provided for participants and I accept full responsibility for obtaining insurance; in the event I fail to obtain such insurance, I understand and acknowledge that I accept full responsibility for payment of any and all expenses I (or my son or daughter) may incur in the absence of such insurance."

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN    /    PRINTED NAME OF PARENT/GUARDIAN    /    DATE**

**PHOTOGRAPHS/VIDEOS OF PARTICIPANT**

By signing below, I am giving my permission for photographs/videos to be taken of the above participant and used for publicity purposes.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN    /    PRINTED NAME OF PARENT/GUARDIAN    /    DATE**

**Optional Question** - In order to learn the best ways to communicate information about Radnor Recreation programs and events, please answer the question: how do you prefer to find out about our programs and events? Please check all that apply.

- |                                     |                                  |  |
|-------------------------------------|----------------------------------|--|
| <input type="checkbox"/> emails     | <input type="checkbox"/> RTV     | <input type="checkbox"/> Stop by the Township Building |
| <input type="checkbox"/> Radnor.com | <input type="checkbox"/> Call in | <input type="checkbox"/> Other _____                   |

**OFFICE USE ONLY**    Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_    Camp Shirt Received:     Yes     No  
 Amount: \$ \_\_\_\_\_    Method of Payment:     Cash     Check # \_\_\_\_\_     Credit Card