

5 Easy Ways to Register

Priority registration is given to city of Milwaukee residents beginning **May 5, 2008**. Non-city of Milwaukee residents may register beginning **May 12, 2008** through the dates listed below. No telephone or late registrations will be accepted.

1. ON-LINE REGISTRATION

Through Thursday, June 12.

Visit www.MilwaukeeRecreation.net for the easiest way to sign up. On-line registrations are processed instantly! If you have registered on-line in the past, your account information is now stored in our database. If you have misplaced your Login ID or Account PIN, please visit the Account Profile screen and click on "Forgot My Login Info." This will allow you to instantly retrieve your login information via e-mail.

2. DROP-OFF REGISTRATION

Through Thursday, June 12.

You may register in person at one of these offices:
Recreation Office: 5225 W. Vliet Street, Rm. 162 or Rm. 56
Office Hours: Mon.-Fri. from 8:00 a.m.-4:30 p.m.
Citywide Programs Office: 2414 W. Mitchell St.
Office Hours: Mon.-Fri. from 8:00 a.m.-4:00 p.m.
 Offices are closed Monday, May 26.

3. FAX-IN REGISTRATION

Through Friday, June 6 at 4:00 p.m.

1. Fax completed form to: MPS Recreation Division (414) 475-8183. Please include a return FAX number.
2. A credit card number (MasterCard or Visa only), expiration date, and signature are required on all forms.

4. MAIL-IN REGISTRATION

Registration must be received by Friday, June 6.

1. Make check or money order payable to: Milwaukee Recreation Division.
2. Mail to: Milwaukee Public Schools Recreation Division, P.O. Box 461, Milwaukee, WI 53201-0461.
3. Active Older Adults: Mail to 2414 W. Mitchell St., 53204

5. EVENING REGISTRATION

Tuesdays — June 3 & June 10.

5-7:00 p.m. at 5225 W. Vliet St., Rm. 162

QUESTIONS? CALL (414) 475-8180.

Nondiscrimination Notice: It is the policy of Milwaukee Public Schools that, as required by section 118.13, Wisconsin Statutes, no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

Important Registration Information

- May 5** Priority registration for city of Milwaukee residents begins. Proof of residency is required.
- May 12** Registration for non-city of Milwaukee residents begins.

ENROLLMENT Registrations will be processed in the order in which they are received. Enrollment is not guaranteed. We reserve the right to cancel classes because of low enrollment after a class has started and to close further enrollment when a class is filled.

DEADLINES. Registrations must be received before registration deadlines. No exceptions. The Recreation Division is not responsible for delayed mail delivery, or unreadable or improperly transmitted faxes. No telephone registrations accepted.

CONFIRMATION. Activity confirmations will be mailed to the address listed on the registration form. If you register on-line, your confirmation will not be mailed; instead, you will be able to print your confirmation immediately. Confirmations cannot be given via phone, fax, or e-mail.

REFUND POLICY. Partial refunds are made if requested prior to the second program meeting (unless otherwise stated) and are subject to service fees: \$5 per class for adults and \$3 per class for children. Not all classes are eligible for refunds. Please refer to class descriptions. Field trips will be refunded if requests are made two weeks prior to the trips and are subject to a \$5 service fee. Refunds of \$5 or less will be credited to your account. Full refunds are made only if programs are canceled by the Recreation Division. Please allow 2-4 weeks for a refund. For refund requests, please call (414) 475-8180.

INSURANCE. The Recreation Division does not provide accident or hospital insurance for class participants. Participants should review their insurance policies for coverage.

FEES. Resident and non-resident fees are as listed under course offerings. Registration forms without the proper fee will be returned.

REDUCED ACTIVITY FEE (YOUTH CLASSES ONLY). If your child/children receive(s) free/reduced lunch, you may qualify for a discount. Children's classes over \$10 are eligible for a \$5 discount. Children's classes \$30 and over are eligible for a \$10 discount. Most field trips, special events, and admission fees are not eligible and are so noted in the class description. Your application must be on file with the MPS School Lunch Office. Non-MPS students must provide eligibility documentation with registration. **Not available for Internet reg.**

PAYMENT METHODS. Check, money order, credit/debit card (VISA/MasterCard only), and cash (in-person registration only). Denied Credit/Debit Cards: Individuals whose credit/debit card has been denied will not be registered until an alternate form of payment is received. Returned Checks: Individuals whose checks are returned will no longer be registered for that class. Individuals must register again by paying with cash or money order and will be included in the class if space is still available. A \$20 returned check charge will be added to your class fees. Out-of-state checks will not be accepted.

Official Notice to Inform All MPS Parents and Employees about Asbestos Containing Materials Inside School Buildings is Hereby Given: According to the United States E.P.A., the A.H.E.R.A. Regulation requires annual notification to all employees and parents/guardians regarding asbestos containing materials inside school buildings. Management Plans specifying locations, condition, and past response actions of these materials are located in the respective engineer's office for each site and are available for review during normal school hours as required by A.H.E.R.A. In the ongoing program to safely maintain asbestos-containing materials, MPS conducts surveillances, and 3-year reinspections, and implements appropriate response actions. If interested parties have specific questions relating to the Milwaukee Public School District policy or the scheduling of asbestos related activities planned or in progress, please contact the MPS Environmental Services Division at (414) 283-4626.