

5 Easy Ways to Register

Priority registration is given to city of Milwaukee residents beginning **December 20, 2011**. Non-city of Milwaukee residents may register beginning **December 27, 2011** through the dates listed below. No telephone or late registrations will be accepted.

1. ON-LINE REGISTRATION

Deadline: one week before your class begins.

Visit www.MilwaukeeRecreation.net for the easiest way to sign up. On-line registrations are processed instantly! You can now register online as late as one week before your class begins. To guarantee a space, please register early. 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

Deadline: one week before your class begins.

You can now register in person as late as one week before your class begins.

To guarantee a space, please register early.

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 8:15 a.m.-4:30 p.m.

Citywide Programs Office: 2414 W. Mitchell St.

Office Hours: Mon.-Fri. from 8:15 a.m.-4:00 p.m.

Offices are closed Dec. 23, Dec. 26, Dec. 30 & Jan. 2

3. FAX-IN REGISTRATION

Through Friday, January 20 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, January 20.

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. WEEKEND REGISTRATION

Saturday, January 21

You can sign up from **10:00 a.m. to 12:00 p.m. on Saturday, January 21 at 5225 W. Vliet Street, Rm. 162.-**

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). For section 118.13, Wisconsin Statutes, federal Title IX: Patricia Gill, Director, Office of Family Services, Room 133, Milwaukee Public Schools, 5225 West Vliet St. P. O. Box 2181, Milwaukee, Wisconsin, 53201-2181. For Section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Jeff Molter, 504/ADA Coordinator for Students, MPS Department of Special Services, 5225 West Vliet St., P. O. Box 2181, Milwaukee, Wisconsin, 53201-2181. (414) 475-8139 TDD: (414) 475-8139

Important Registration Information

December 20 Priority registration for city of Milwaukee residents begins. Proof of residency is required.

December 27 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. Please note that not all classes are eligible for refunds. Additionally, classes and activities costing less than \$10 are non-refundable. Please consult the class activity descriptions in the Recreation Guide for any exceptions to our refund policies.

If the Recreation Division cancels a class:

1. Full refunds are made for any class/activity cancelled by the MPS Recreation Division. A refund check will automatically be generated and mailed to all participants enrolled in a class that is cancelled by the Recreation Division. Refund checks will be mailed within 2-4 weeks of the class cancellation. Payments made by credit/debit card for cancelled classes will be credited back to the credit/debit card within 2-4 weeks. Please note, refunds for class cancellations due to weather or other unforeseen circumstances will be handled on a case by case basis and may include class credits, coupons, class extensions, etc.

If the customer cancels a class:

1. Classes running 6 weeks or longer: Partial refunds are given if your refund request is made prior to the second class/activity meeting (unless otherwise stated in the Activity Guide) whether you attend the class or not, and are subject to the following service fees:
a. \$5 service fee per class for adult classes, field trips, some aquatics, driver's ed, etc.
b. \$3 service fee per class for most children's classes. Refund requests should be made by calling 475-8180 prior to the second class meeting. Refunds under \$5 will be credited to your account.

Note: Classes running less than 6 weeks: Partial refunds are given if your refund request is made at least 1 day prior to the start of the class/activity (unless otherwise stated in the Activity Guide) and are subject to the service fees stated above.

Field trips will be refunded if requests are made two weeks prior to the trip and are subject to a \$5 service fee.

Class Transfers: Transferring prior to the start of classes: If you would like to transfer into a class that costs more than your original class, you must pay the difference in class fees prior to attending the new class. Payment can be made at the Recreation Center. If the class you are transferring into costs less than your original class you will receive a refund for the difference. Transferring after the start of classes: No refunds will be given if you are transferring into a less expensive class after classes have started. You will also be charged for any difference in fees when going from a less expensive to a more expensive class.

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. **Now available for Internet registration. Our full Reduced Activity Fee policy is available at MilwaukeeRecreation.net.**

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.