

# Program Registration - Summer 2018

**Sign up by June 8, 2018 to take advantage of Early Bird Discounts!**

*Fees are listed in the Spring 2018 Community Magazine; Partner classes are not eligible for early bird discounts.*

If you have not already created a **CommunityPass** account for your family, you will receive an e-mail from *support@communitypass.net* with a temporary user name and password. The first time you log-in you will be asked to create a new password before you enter the system. You will also be able to change your user name if you'd like, although you are not required to do so.

**PRIMARY ACCOUNT HOLDER (Individual/Parent or Guardian): THIS FORM MUST BE COMPLETED IN IT'S ENTIRETY FOR US TO PROPERLY PROCESS YOUR REGISTRATION. INCOMPLETE FORMS WILL BE RETURNED.** \* = *Must be completed*

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_

Email\* \_\_\_\_\_ Primary Phone\* \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address\* \_\_\_\_\_ City\* \_\_\_\_\_ State/Zip\* \_\_\_\_\_

Participant Name	Date of Birth*	Grade (K-12)	Program	Code	Fee

*Non-residents add \$10 per class.*

**Accommodations Required:** It is Cherry Hill Township's policy to ensure that all residents have access to our programs, services and activities consistent with the requirements of Title II of the Americans with Disabilities Act. If you require special assistance or accommodations in order to participate in our programs, please check this box. You may also contact the Ombudsman for Disabled Citizens directly for assistance or accommodations by calling the Recreation Department at 856-488-7868 or by email at *Ombudsman@CHTownship.com*.

Please **DO NOT** use my photograph in Township materials. Our staff photographs participants at Township activities. These photographs are for Township use only and may be used in print and online (Facebook, Twitter, Cherry Hill website).

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

I, the **registrant/guardian** (circle one), by applying to participate in a Cherry Hill Township Recreation Program, do hereby waive, release, absolve, indemnify and agree to hold harmless Cherry Hill Township, the organizers, sponsors and supervisory of the program.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

### Ticket Request Section

Fill in your name, address, email, date of birth above and complete this section to purchase tickets for paid events. Tickets will be mailed to the address provided. The non-resident surcharge does **NOT** apply to tickets. Tickets are non-refundable. Mail this form to: 820 Mercer Street, Room 102, Cherry Hill, NJ 08002

**Sr. Luncheon:**  
***The Magic Flute***  
**Friday, May 11, 2018**  
 Croft Farm, 100 Bortons Mill Rd  
 Qty: \_\_\_\_\_ x \$5 = \_\_\_\_\_

**Ensemble Concert:**  
***Three Tenors***  
**Sunday, October 28, 2018**  
 Croft Farm, 100 Bortons Mill Rd  
 Qty: \_\_\_\_\_ x \$15/\$12/\$5 = \_\_\_\_\_

**Ensemble Concert:**  
***Trio Montage***  
**Sunday, April 7, 2019**  
 Croft Farm, 100 Bortons Mill Rd  
 Qty: \_\_\_\_\_ x \$15/\$12/\$5 = \_\_\_\_\_

**Philly Cuzz**  
**Dance Party**  
**Saturday, June 9, 2018**  
 Croft Farm, 100 Bortons Mill Rd  
 Qty: \_\_\_\_\_ x \$8 = \_\_\_\_\_

**Ensemble Concert:**  
***Two Sopranos & a Piano***  
**Sunday, March 3, 2019**  
 Croft Farm, 100 Bortons Mill Rd  
 Qty: \_\_\_\_\_ x \$15/\$12/\$5 = \_\_\_\_\_

*\*Ticket prices listed are for advance purchases.  
 Tickets purchased on the day of an event may be more expensive.*

**Purchase tickets online:**  
<https://register.capturepoint.com/CherryHill>

# Program Registration Information

## Registration process

- ◆ Register in person, by mail or online at: <https://register.capturepoint.com/cherryhill>
- ◆ Township offices are open Monday-Friday, 8:30 a.m.-5 p.m.
- ◆ Visa, Mastercard & Discover are accepted online
- ◆ If registering in person or by mail, a registration form must be properly filled out (including date of birth), signed and submitted with your payment made payable to *Cherry Hill Township*.
  - Forms can be downloaded online.

## Registration deadlines

Unless noted, the registration deadline for all programs is the start date of each program. Registration will still be accepted after the deadline if space allows, but fees will not be prorated. As always, please register well in advance of each program start date so programs are not unnecessarily cancelled. Please register through the recreation department for all classes.

## Early Bird Discounts

Cherry Hill Township is now offering "Early Bird" discounts for most programs. Please take advantage of all Early Bird rates where applicable. No exceptions will be made after the Early Bird date except for registrations received by mail. Early Bird rates do not apply to Community Partner classes.

## Non-Residents

- ◆ \$10 non-resident fee is required per class.
- ◆ Classes are open to anyone unless otherwise noted.
- ◆ Free courses are limited to Cherry Hill residents, except for senior line dancing, square dancing and ceramics, which require a non-resident fee each semester.

## Wait list

If a program is at maximum enrollment, you can be added to a wait list, in order of enrollment. If a seat becomes available, you will be contacted by the Recreation Department. If you decide to participate, you will be transferred into the program and payment will be due at that time. If you do not wish to participate, the open spot will be offered to the next person on the wait list.

## Code of Conduct

Participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or event sponsored by Cherry Hill Township. Failure to observe the Code of Conduct may result in your removal from a program without refund. The Code of Conduct can be found online at: <https://register.capturepoint.com/cherryhill>.

## Registration waiver

Registration forms must be signed by the participant or parent/guardian. Class is to be attended by the registrant only. Parents and siblings are not permitted to stay in class unless indicated in the course description.

## Cancellations/Refunds

- ◆ Cancellations or transfers must be made 7 days before the class begins.
- ◆ Refunds will not be given after the first day of class except in the case of injury or illness. Written documentation from a physician is required.
- ◆ Refunds are subject to \$15 processing fee.
- ◆ Credits will not be issued for refunds.
- ◆ Classes are subject to enrollment.
- ◆ Courses canceled due to inclement weather or instructor absence will be made up at the end of the session.
- ◆ No refunds for classes under \$25/tickets

## Purchasing Tickets

Tickets for events and concerts may be purchased online, at events, or in person at the Recreation Department. Tickets will be mailed to the address provided or you may show proof of purchase at the door. The non-resident fee does not apply to tickets. Tickets are non-refundable.

## Frequently Asked Questions

### I just registered for a class! Will I receive confirmation?

You will receive a written or emailed receipt for your purchase of each class. You may or may not receive correspondence from your instructor or the Cherry Hill Recreation Department prior to your first class. Please report to the first day of your scheduled class unless specified by the Recreation Department.

### How will I know if class is cancelled?

You will be notified by phone and/or email by a member of the Cherry Hill Recreation Department regarding all class cancellations and/or class schedule modifications. For class cancellations due to inclement weather, we will do our best to notify registrants via phone/email. You may also go online to [www.CherryHill-NJ.com/Recreation](http://www.CherryHill-NJ.com/Recreation) or Facebook (@Cherry Hill Recreation).

### Where can I find information about seasonal programs/events?

All classes and upcoming events are listed in the Community Magazine that is mailed seasonally to most residents as soon as it's available. The Community Magazine can also be downloaded online at [CherryHill-NJ.com/Recreation](http://CherryHill-NJ.com/Recreation) or picked up at Cherry Hill Recreation Department located at 820 Mercer Street. You may also call the Recreation Department at 856-488-7868 for information.

### I'd like to teach a course, how do I get started?

Cherry Hill Recreation is always looking for experienced and talented instructors for future programs in the following fields: sports, science, exercise, dance & music, language arts, art & creativity, hobbies & leisure and adult enrichment. For program proposals and for more information, visit: [www.CherryHill-NJ.com/Recreation](http://www.CherryHill-NJ.com/Recreation).

Contact the Cherry Hill Recreation Department:  
[Recreation@CHTownship.com](mailto:Recreation@CHTownship.com)  
856-488-7868

Follow us on Social Media:



@Cherry Hill Recreation



@CherryHillTwp