



Department of Parks and Recreation
 City of Grosse Pointe
 17147 Maumee Ave
 Grosse Pointe, MI 48230
 Phone: 313-343-5257
 Fax: 313-885-1183

Recreation Class Registration Form

Please complete this form and return it to the park office with payment. Registrations will be processed in the order they are received.

Adult Name		Pass Number (Residents Only)	
Address		Home Phone	
City	State	Zip	
Emergency Contact Name		Emergency Contact Phone Number(s)	

Class Selection

Class codes and fees can be found on the recreation class schedule in the Summer Newsletter. The second-choice class code should be for a comparable class.

Participant Name	Birthday	First-Choice Class Code	Second-Choice Class Code	Fee
Make checks payable to "City of Grosse Pointe".				Total
Special Needs				
Agreement By signing below, I indicate that I have read, understood, and will abide by the policies on the reverse side of this form.				
Signature			Date	

Recreation Class Policies

Early Registration

Participants must be full-time residents of the City to register during the early registration period. Registrations for nonresident participants will not be accepted; nonresident participants must register during the in-person registration period for that session. All early registrations will be processed in the order they are received.

For swimming lessons, participants will be placed in the same level for all sessions as in the first session. If a participant passes that level, they will be automatically moved to the next level at the same time where possible. Participants who are not placed in their first-choice class will be added to the waiting list for that class.

Payment must be included for registrations to be processed. Two weeks before the beginning of the first session, a class list will be posted on the bulletin boards on the pool deck. A receipt will only be mailed if a self-addressed, stamped envelope is included with the registration form.

In-Person Registration

Each session has an in-person registration period for that session only. Once a class has begun, registrations will not be accepted for that class. Payment must be made at the time of registration to be accepted.

Refunds

All refunds are issued at the discretion of Department personnel. Refund checks will be mailed to the adult at the address provided on the registration form. Refund requests made 24 hours or more before the first class meeting will receive a full refund. Requests made less than 24 hours before the first class meeting and up to the halfway point of the class will receive a 50% refund. No refunds will be issued after the halfway point of the class.

Fees

All fees must be paid with a personal check made out to "City of Grosse Pointe". Class fees will not be prorated or discounted. All registrations must include payment. An additional fee of \$10 will be charged to nonresident participants.

Cancellations - Low Participation

If a class does not have the minimum number of participants registered by the Friday before the first class, the class will be cancelled. Participants will be notified as soon as possible and will have the option of moving to another class, if space is available, or receiving a full refund.

Cancellations - Poor Weather

All outdoor classes will be cancelled if there is inclement weather (such as heavy rain, thunder, or lightning) 15 minutes before the beginning of the class. If an extended period of inclement weather causes cancellation of 50% or more class meetings, make-up classes may be scheduled or a refund may be issued as determined by Department personnel.

Waiting List

Participants may be added to the waiting list for classes that have reached the maximum number of participants. If a space becomes available in a class, it will be filled in the order specified by the waiting list.

Photographs

Occasionally, Department personnel will take photographs of facilities and programs that may include you and your children. These photographs may be used in promotional materials. Names of participants will not be printed with photographs. All photos will remain the property of the City of Grosse Pointe.

Guidelines for Parents

Swimming Lessons

Please have your children on deck and ready to swim about five minutes before the class begins. Make sure they come with a towel and goggles (if desired), and have used the bathroom recently.

Once the class begins, we ask that you refrain from interacting with your child or the instructor, as it can disrupt the class. Sitting under or near the bathhouse overhang is preferred.

At the end of each session, participants will receive a report card showing which skills they have completed and those that need improvement. If you have any questions about your child's skills, please speak with the instructor. It is normal for children to repeat a level.

Tennis Lessons

All participants need to bring their own racquet. On hot days, we suggest that they bring a water bottle with their name on it.