



# Registration Information

Fall/Winter 2011/12

## REGISTRATION PROCESS

Registrations are accepted on a FIRST COME, FIRST SERVED basis. Payment is required at the time of registration and may be in the form of cash, cheque or debit. Make cheques payable to the Municipality of Port Hope. (\$25 charge for NSF cheques). Phone registrations are not accepted.

## RECREATION SOFTWARE

The Department of Parks, Recreation and Culture has implemented ActiveNet, a specialized database developed to better address customer service and management of information. Register for ANY program or service at either the Jack Burger Sports Complex or the Town Park Recreation Centre. Please be advised that a small service charge will be applied to all applicable transactions. For more information contact Brenda Whitehead at 905-753-2230.

## CHANGES

A \$10 administration fee will be charged on any changes requested after the registration has been processed or following the close of registration (depending on availability).

## REFUNDS / CREDIT ON ACCOUNT

A \$10 administration fee will be charged on all refund requests. The only exception is for refunds that are accompanied with medical proof. Refunds requested after the start of a session are subject to pro-rating based on classes completed at time of request. Credit on account is available when participants are forced to cancel their registration in any program or aquatic class for non medical reasons. The credit is not subject to an administration fee but is however subject to pro-rating.

## MULTI-CHILD DISCOUNT

For immediate families with more than 1 child. 5% off the second child and 10% off each additional child. Discount does not apply to any advanced aquatic leadership.

## FEE ASSISTANCE/SUBSIDY

The Municipality of Port Hope believes that everyone should have the chance to participate. Fees for participation should not be a barrier. In December 2009 a fee assistance policy was adopted by Council. For information regarding level of assistance available please ask staff or visit [www.porthope.ca](http://www.porthope.ca). See page 45 for more subsidy information.

## PROGRAM CANCELLATIONS

In order to provide quality programs the Department may not run a program due to insufficient registration. If your class is cancelled or the changed time does not fit your schedule, a full refund or credit will be given with no administration fee.

## CHILDREN'S FITNESS TAX CREDIT

\$500 allowable contribution toward your child's physical fitness. Eligible programs must provide 30 minutes of moderate vigorous physical activity for children under 10 and 60 minutes for children 10 to 16. Please keep your copy of all registration forms and receipts to submit for this tax credit.

**ELIGIBLE PROGRAMS ARE INDICATED BY ✓ THROUGHOUT THE LEISURE GUIDE.**

## HARMONIZED SALES TAX (HST)

Effective July 1, 2010 the HST came into effect. Rates and fees included in this Leisure Guide reflect or include the HST.

**Please note any changes to session lengths will be communicated at registration. Registrants will be charged accordingly.**

SESSION	Session Dates	Registration	Reg. Time	Session Notes
1	Sept. 5 - Oct. 30 /11	Aug.27/11	9:00am - Noon	No classes Sept. 5 & Oct.10 <b>Programs @ TPRC Start Sept. 19 due to 180th Fall Fair</b> No swim lesson Oct. 22
		Aug. 29, 30, 31/11	8:30am - 8:00pm	
		Sept.1	8:30am - 4:30pm	
2	Oct. 31 - Dec. 25/11	Oct. 22/11	9:00am - Noon	JBSC & TPRC closed Dec. 24, 25, 26, 31 & Jan. 1
		Oct. 24, 25, 26/11	8:30am - 8:00pm	
		Oct. 27/11	8:30am - 4:30pm	
3	Jan. 2 - Feb. 26/12	Dec. 17/11	9:00am - Noon	No classes Feb. 20
		Dec. 19, 20, 21/11	8:30am - 8:00pm	
		Dec. 22/11	8:30am - 4:30pm	
4	Feb. 27 - Apr. 22/12	Feb. 18/12	9:00am - Noon	No classes Apri. 6 No swim lessons Mar.3
		Feb. 21, 22/12	8:30am - 8:00pm	
		Feb. 23/12	8:30am - 4:30pm	

**Register for Aquatics & Programs at either the Jack Burger Sports Complex (JBSC) or Town Park Recreation Centre (TPRC).**