

## Program Registration Policies & Procedures

Registration forms are available at the Recreation Department and at [www.bernards.org](http://www.bernards.org).

A link to our online registration website can be found at [www.bernards.org](http://www.bernards.org) on the home screen.

Some programs have additional information/policies noted on their individual flyers or on your receipt.

## Program Advertisement

- Program registrations are advertised on [www.bernards.org](http://www.bernards.org) (under Departments & Services/Parks & Recreation), through the P&R "Rec Rundown" e-newsletter ([subscribe!](#)) and the Bernards Township Board of Education's "Friday Folder" e-newsletter ([subscribe!](#)).

## Online Registration

- **New Households** - If you have not completed a transaction with the Parks & Recreation Department within the past 5 years, you are considered a NEW Household and will need to complete a [Household Information Form](#) and provide proof of residency for your household and date of birth (drivers license/birth certificates) for all family members.
- **Active Households** - You are able to update your phone numbers, email address, emergency contact information, user name and password through "My Account" at any time. To change your address or add date of birth for family members, you must complete a [Household Information Form](#) and provide the proof required for the information you are requesting be updated (drivers license/birth certificates).
- [Household Information Forms](#) can be mailed or delivered in person to the Parks & Recreation Department, located in Town Hall, 1 Collyer Lane, Basking Ridge, NJ 07920. [Household Information Forms](#) will take 3-5 business days to process. Once we have reviewed your completed form and proof, we will send you an email including your user name and password. Household information will not be updated via email request or by phone.
- A "household" consists of all immediate family members living at the same address.
- Send copies of proof documents only. Do not send originals, they will not be returned.
- Every family member must have a date of birth entered into the system in order to use online registration.
- Online registration will begin at 8:30AM (EST) the first day registrations are accepted for a program. Afterwards, registrations will be accepted online 24 hours per day on a space available basis until registration closes for the program or the program is full (see Wait Lists).
- Online registration dates may differ from in-person/mail in registration dates. If a program is listed as "Unavailable" online, refer to the program details for online registration dates. If the online registration dates have passed, call 908-204-3003 to determine if you may still register for that program.

- Payment by Visa, MasterCard or Discover is accepted through online registration only. Credit cards are not accepted by phone or in-person. (American Express is not accepted at this time.)
- If you have forgotten your email or password, follow instructions on the Member Login screen of our online registration system to have the information on file emailed to your primary email address. You must know your primary email address in order to retrieve user name/password information. If you do not know the primary email address on file, you must complete a [Household Information Form](#) with proof to update your information.

### **In-Person/Mail-In Program Registration**

- To register for a program, complete the youth or adult registration form and return it with payment to the Recreation Department in person or by mail to: Bernards Township Recreation, 1 Collyer Lane, Basking Ridge, NJ 07920
- At the Parks & Recreation Office payment can be made by cash or check only! Credit cards are only accepted through our online registration system. Make all checks payable to "Bernards Township." Use separate checks for each program in case one is unavailable.
- Proof of Bernards Township residency (drivers license, utility bill, etc.) is required if your street address is not printed on your check (if your check only has a Post Office Box listed, proof of residency is required).
- Some programs have a late registration fee. Postmarks do not apply. If your registration is received after the payment deadline, and space is available, you will be charged the late fee.

### **All Program Registration**

- Household Information will no longer be updateable via email or phone request. You are able to update your phone numbers, email address, emergency contact information, user name and password through "My Account" using our online registration system. To change your address, add date of birth for family members, add/delete a family member, or change information without using our online system, you must complete a [Household Information Form](#) and provide identification and any proof required for the information you are requesting be updated (drivers license/birth certificates). Forms can be mailed or delivered in person to the Parks & Recreation Department, located in Town Hall, 1 Collyer Lane, Basking Ridge, NJ 07920. [Household Information Forms](#) will take 3-5 business days to process.
- Programs with special registration start dates are noted on their individual flyer and online.
- Participants must be registered before attending any program.
- Carpool, coach, schedule, team or group requests are not accepted for any program. Registrations with requests will be returned.
- The Township reserves the right to require additional means of proof for any or all registrants when deemed necessary.
- Participants must be the required age or grade level as specified in program descriptions.

## Wait Lists

- All registrations are accepted on a space available basis (regardless of payment deadline). If a program is full when you register your name will be placed on a Wait List. Wait Lists are a source of contact. You will be contacted **ONLY** if a space becomes available.
- If called from a Wait List, you will be given a deadline date by which to pay the fee and complete the registration process. If payment is not received by the requested date, the opening will be offered to the next person on the Wait List.
- You may sign up for a Wait List using our online registration system.

Do not wait until the last minute to register!

There is a point at which programs and trips must be canceled due to insufficient registration or when programs and trips become full, sometimes even before the end of the early registration period.

Enroll early!

## Non-Residents

- Youth programs are for Bernards Township residents only, unless otherwise noted.
- Non-residents may register for adult programs (at the non-resident rate) and trips.

## Refunds

- Refunds must be requested in writing, emailed to [recreation@bernards.org](mailto:recreation@bernards.org) or mailed to Parks & Recreation, 1 Collyer Lane, Basking Ridge, NJ 07920.
- Refund request deadlines may vary per program. In all cases, refunds will not be issued if requested on or after the program's start date.
- All refunds, regardless of method of payment, will be refunded as a check, are subject to a \$10 processing fee per registration and take 2-4 weeks to process.
- Bus trips are non-refundable. Once paid, you are responsible for selling your own tickets should you be unable to attend.
- Full refunds are issued if the program or trip is canceled by Parks & Recreation.

Your registration and check may be returned by mail for the following reasons:

- the program was cancelled
- the program was full
- your registration included a carpool, coach, schedule or team request
- your registration form was not complete, your check was not signed, written for the incorrect amount or not made payable to "Bernards Township"

In case of the above, your registration and check will be returned to you by mail with a letter of explanation.

The Recreation Department reserves the right to add or cancel programs and alter schedules. Updated information is posted on [www.bernards.org](http://www.bernards.org) and at the Recreation Department.

There is no medical insurance coverage included in your registration for any program or membership offered by Bernards Township. By participating, you agree to assume responsibility for payment of any and all medical, doctor or hospital bills resulting from any illness or injury occurring during your participation.