

## Registration Information – Summer Registration Begins Saturday, May 17 for Placentia Residents

### Recreation Programs and Classes

All Recreation programs and classes are filled on a first come, first served basis. Advanced registration is required for all programs. Registration will not be taken at the classes. Activities may be cancelled if minimum enrollment is not met. Some programs require birth certificates at registration.

#### First Priority – Online

You can now register online 24/7! Starting Saturday, May 17, sign up for an individual or family account by logging on to [www.placentia.org/classes](http://www.placentia.org/classes). Please provide accurate information for your family when applying for a new account to expedite check out. **Learn to Swim registration can only be done in person at City Hall.**

#### Second Priority – Walk In

Participants may register at the Community Services Department located at City Hall. Office hours are Monday–Thursday, 7:30 am – 6:00 pm. Closed Fridays.

#### Third Priority – Mail In

Complete the registration form on this page, include payment and mail to:

Placentia Community Services  
401 East Chapman Avenue  
Placentia, CA 92870

Mail in registration will be processed at 5:00 pm the day received. Registrations received prior to the applicable registration start date will be processed at 5:00 pm on the first day of eligibility.

#### Fourth Priority – Fax In

Fax the completed registration form to (714) 961-0283. The fax line is open 24 hours a day. Be sure to include your credit card

number, expiration date and signature. Faxed registration will be processed following mail in registration the day received.

#### Excursions

Due to the popularity of the excursion program and limited seating, each family is limited to a maximum of four (4) tickets per excursion. The City of Placentia makes no guarantee that accompanying parties of four (4) or more will be seated in the same section.

#### Guest with Disabilities

The City of Placentia does not discriminate on any basis in admission or access to, or treatment in, its programs or activities. The Community Services Department intends to comply with the Americans with Disabilities Act. If you need special accommodations to participate in any of the department's programs, please notify us at least four (4) weeks prior to the start of the desired program and we will work to respond to your needs. Information concerning the work with Disabilities Act is available by visiting [www.eeoc.gov/ada](http://www.eeoc.gov/ada).

#### Payment Methods

We accept cash, checks, Visa, MasterCard, Discover, and money orders. Please make checks payable to: City of Placentia.

#### Refunds

Requests for refunds for classes will be considered if the request is received before the second class starts. A refund request must be made in person or in writing. A \$5 processing fee will be deducted from all refunds. Refunds for excursions must be requested at least two (2) weeks prior to the trip to be considered and will only be granted if spaces can be filled. If a program is cancelled, a full refund will automatically be mailed. Please allow 4–5 weeks for refunds to be processed.

## CITY OF PLACENTIA COMMUNITY SERVICES DEPARTMENT ACTIVITY REGISTRATION FORM – PLEASE PRINT and FILL OUT COMPLETELY

Last Name of Parent or Adult	First Name
Address	Parent's Birthdate      /      /
City	State      Zip Code
Home Phone (      )	Cell Phone (      )
Email	

First Name of Participant	Birth Date	Gender	Course Code	Course Name	Fee
		M / Fri			
		M / Fri			
		M / Fri			
		M / Fri			
<b>Total Fees</b>					

In consideration of your accepting this registration, I/We hereby agree to indemnify and hold harmless the City of Placentia and any of its officers, agents, or employees from any liability claim or action for damages resulting from or in any way arising out of the participation in this program by the person(s) registered. Additionally, the above registered participants give permission to the City of Placentia to be photographed and to use such photographs in the promotion of City sponsored activities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Make your checks payable to: City of Placentia

Mail to: Placentia Community Services  
401 E. Chapman Ave  
Placentia, CA 92870

#### FORM OF PAYMENT

- POSTED \_\_\_\_\_
- CASH \_\_\_\_\_
- CHECK \_\_\_\_\_
- CREDIT CARD \_\_\_\_\_

<b>CREDIT CARD INFORMATION</b>
Card #
Holder's Name
Type: <input type="checkbox"/> Visa or <input type="checkbox"/> MasterCard
Exp. Date