

VILLAGE OF HALES CORNERS RECREATION DEPARTMENT

POLICIES & PROCEDURES

RESIDENCY POLICY:

Discounted program fees are provided to Village of Hales Corners Residents. To qualify as a resident, you must reside in the Village of Hales Corners at the time the program begins. Non-residents may enroll in Village of Recreation Programs at the non-resident program fee. You are considered a non-resident if you do not reside in the Village of Hales Corners at the time the program begins. Fees are as noted on Program Flyers.

AMERICANS WITH DISABILITIES ACT:

The Village of Hales Corners Recreation Department actively seeks and supports participation by persons with disabilities in recreational programs. Please call us so that we will know how to serve you better. It is the policy of the Hales Corners Recreation Department that no person will be excluded from participation, denied any benefits, or subjected to discrimination based on race, color, national origin, age, sex, religion, handicap, and/or disability.

EMPLOYMENT:

Persons interested in working for the Village of Hales Corners Recreation Department should complete an employment application form at the Village of Hales Corners office. Openings for instructors for various programs are generally filled from current applications on file. Qualified applicants will be contacted for an interview as openings become available.

REFUND POLICY:

- Refunds will be made upon request of a registered participant up until the start date of the scheduled program.
- A \$5.00 service fee will be charged on all refunds provided.
- In the event a program is canceled, registered participants will be notified and will receive a full refund.

CANCELLATIONS:

- If the school where the program is held closes due to inclement weather, the recreation program will also be canceled.
- If poor weather conditions develop, an attempt will be made to reach a decision before the program is scheduled to start. If in doubt report to the site. Remember all sites are unique and activities may be conducted or modified.
- Once at a program site, decisions concerning the cancellation or discontinuation of the activity will be in judgment of the site supervisor, or leader.

- It is sometimes necessary to cancel an activity due to school-related functions. The Village of Hales Corners Recreation Department works closely with the school district to avoid “short notice” cancellations. Participants will be notified of cancellations as soon as we are made aware of them.

SPORTSMANSHIP & FAIR PLAY:

All programs require a great deal of cooperation from everyone involved. Rules for all activities will be established and must be followed by all participants. For those participants who do not follow the rules, verbal warnings will be given in the first offense and the child may be asked to sit out of the activity that day. If there is a second offense, parent or guardian will be notified and the child may be permanently removed for the remainder of the program. No fees will be refunded.

SPECTATOR POLICY:

Parents are welcome and encouraged to watch their child participate in all Village of Hales Corners Recreation Department Programs.

AGE REQUIREMENT:

The age or grade requirement must be met by the start date of the program. All age and grade requirements are set to benefit the children and make instruction more consistent for the program leader.

PROGRAM T-SHIRTS:

Most Programs include a t-shirt for the participant. Late registrations for programs are not guaranteed a program t-shirt.

REGISTRATION INFORMATION:

Registration information can be found at www.halescorners.org

Whitnall.com>Community>Community Connections

Please mail your registration and payment to:

Village of Hales Corners Recreation 5635 S. New Berlin Road Hales Corners WI 53130.

Or drop your registration off in person Monday - Friday 8 am - 5 pm

It is recommended that registration forms be returned by the registration due date. Some programs have a participant limit and can fill quickly. Late registrations are accepted only if there is room available, and the late fee is received. Fill out registration forms completely and clearly. **The waiver of liability MUST be signed by parent or guardian.**

NOTE: The Village of Hales Corners will not get involved with Flexible Spending Account requests as that is between you and your Plan Provider. We will provide a receipt of payment and the program flyer will be online.

There is no on-site registration. All registration forms and payment must be mailed to or completed at the Village Hall prior to scheduled program. The Village Hales Corners Recreation Department staff is not able to accept registration/payment at program site.

MINIMUM ENROLLMENTS:

Programs that have not met their minimum enrollment will be canceled. Notification will be made as soon as possible. In the event the program is canceled a full refund will be provided.

WAITING LISTS:

If the program you want to register for is filled, you may be put on a waiting list. Persons on the waiting list will be called in order listed if program openings become available.

