

For Office Use Only		INT _____
WI _____	Mail _____	Phone _____
Amt Paid _____		Date _____
Cash/Check# _____		Reg _____
Charge: MC / VISA _____		Conf _____
Pd Self _____		Bro _____
Pd Other(s) _____		

Bay View Community Center YOUTH REGISTRATION FORM

Use this form to register youth for classes listed in the Just for Kids Section.

To register for a class or trip fill out sections 1-4.
One child per form. Please Print.

1. Print child's and parent's name, address and phone numbers.

Child's Name _____		Child's Birthdate _____		
Address _____		City _____	State _____	Zip _____
Parent/Guardian Name _____		Home Phone _____	Daytime Phone _____	
Address _____		City _____	State _____	Zip _____

2. Print Program/Trip Information:

Program/Trip Name _____	Program # _____	Date _____	Time _____	\$ _____	Cost _____
Program/Trip Name _____	Program # _____	Date _____	Time _____	\$ _____	Cost _____
					\$ _____
					TOTAL

3. Signature & Liability Clause: In signing this registration my child and I agree to abide by the policies and procedures as printed on the back of this registration form. I hereby absolve and hold harmless the Bay View Community Center and its employees from any liability for injuries and damages as a result of participation in a Bay View Community Center program or trip. I further provide that this consent and waiver applies to my heirs, executors or assignees.

Signature: _____ Date _____

4. Method of Payment.

Please mark your method of payment.

- 1. Cash 2. Check or Money Order made payable to BVCC
 - 3. Charge to my VISA Mastercard My card number is _____ - _____ - _____ - _____
- My charge card expiration is: _____ Signature for charge card _____

Return Registration Form to: BVCC 1320 E. Oklahoma Ave. Mil. WI 53207
For free programs or if using a charge card you may **FAX** form to **(414) 482 -1468.**

You may cancel your registration only up to the registration deadline. Cancellation **MUST BE IN WRITING.** If you are canceling a trip, your Trip Ticket **MUST** be returned with your notification. If you cancel **BEFORE** the registration deadline you will receive a refund minus \$5.00 processing fee. Refunds will not be given after the deadline date.

If BVCC cancels due to insufficient enrollment, you will receive a complete refund.

Registration is not transferrable

*****FOR OFFICE USE ONLY*****
Cancellation Policy Read to Phone Charge Customer and Accepted: _____
Date _____ Staff Initials _____

REGISTRATION PROCEDURES & POLICIES

The Bay View Community Center does not discriminate on the basis of race, color, sex, handicap or national origin. Registration for all programs is accepted on a first come first serve basis. We reserve the right to refuse admissions to programs and trips as necessary.

All attendees must have completed registration form on file.

To register, please use the forms enclosed in this booklet. You may photocopy the form. For additional forms contact the Center or pick some up the next time you are in the building.

You may FAX your registration form. Our FAX # is (414) 482-1468.

The registration form must be filled out completely. Participant's signature is required. Forms not signed are invalid and will be returned. The BVCC is not responsible for resulting delays.

Payment must accompany registration forms. Check or Money Order can be mailed to the Center. Cash is accepted in person only. MASTERCARD and VISA are accepted in person or by phone or if faxing a registration form. Call (414) 482-1000 for details.

Please register by registration deadline. Classes with insufficient enrollment will be cancelled. Only if space and circumstances permits, will you be able to register after the deadline.

All programs start on time. Latecomers will be seated in available spaces.

You can cancel your registration only up to the registration deadline. Cancellations **MUST BE IN WRITING**. If you are cancelling a trip, your trip ticket **MUST** be returned with your notification. If you cancel **BEFORE** the registration deadline you will receive a refund minus \$5.00 processing fee. Refunds will not be given after the deadline date.

Registration is not transferable.

If BVCC cancels class due to insufficient enrollment, you will receive a complete refund.

Adult classes are planned for individuals ages 18 and up. In limited circumstances individuals may register for classes if under the age of 18. (Check with Program Director) Individuals under 18, who are attending adult class, must be accompanied by a registered and paid participant over age 18.

Program Participants are not allowed to bring food or beverages into any program except for their personal consumption.

Childcare is available for parenting classes as indicated, on a limited, first come basis. You must register for childcare when you register for class. You must notify us in advance if you will not be attending a childcare session. Failure to do so will result in a "no show" charge.

Please do not bring children to classes where childcare is not offered.

Notice of cancellation because of snow emergency will be carried over the following TV Stations: WITI TV6; WISN TV12; WTMJ TV4; and the following Radio Stations: WTMJ 620; WKTJ 94; WLTQ 97; WISN 1130. The Center will close anytime Milwaukee Public Schools are closed for a snow emergency.