

## PLEASE NOTE PAYMENT INSTRUCTIONS ARE LISTED ON THE REGISTRATION FORM

**THE MEDFORD RECREATION DEPARTMENT STRIVES TO PROVIDE** recreational opportunities for all of its citizens. We are dedicated and committed to offering a diverse number of services, programs, and special events to meet the leisure needs of Medford's residents.

The Recreation Department's staff is committed to improving its programs and services by taking into consideration the concerns and suggestions of the citizens of Medford Township. Is there a program you would like to recommend? Do you have comments on a course you've taken? Please help us improve our services by providing your feedback.

If you would like more information, please visit the township website or call the Recreation Department at 609-654-2512, Monday through Friday, 8:30 am – 4:30 pm. A member of our staff will be glad to assist you.

## REGISTRATION POLICIES AND PROCEDURES

**MAIL-IN REGISTRATIONS** are encouraged and accepted immediately when received. Most programs fill quickly, so please return your registration(s) as soon as possible. As our programs fill, registrations are placed on a waiting list. Please note that staff at the program locations cannot accept registrations and/or payments.

**MAIL IN PROCEDURE:** Complete the registration form located on the following page. (Additional copies are available on the township website.) Complete all information requested. Incomplete registrations may be returned. Make checks payable to **Medford Township**. Do not mail cash! Mail all registrations to: Medford Township Recreation Department, 17 N. Main Street, Medford, NJ 08055. Please include a self-addressed stamped envelope. We will return a registration receipt with all vital program information confirming your registration. This receipt will serve as your official registration confirmation notice. If the program is full or cancelled, we will notify you as soon as possible.

**WALK IN PROCEDURE:** Walk-in registrations are accepted only at the Recreation Department offices located in the Municipal Building at 17 N. Main Street during regular office hours.

**NON-RESIDENT REGISTRATION:** Non-residents are welcome to enroll in Medford Township programs. However, registration forms for non-residents will not be processed until June 14, 2010, as space allows.

### OTHER THINGS TO KNOW:

- Please register at least one week prior to the first class. Class cancellation decisions are made 3 days prior to class start date. If class enrollments are below the minimum requirements, a class may be cancelled.
- When you sign up for a class, we depend on your enrollment for a successful class. If you must cancel from a class, please notify us at least one week before the class begins.
- Refunds are available. Each individual registration refund is subject to a \$10 administrative fee. NO refunds are issued after the first week of a program. Trip refunds are available if we are notified at least 36 hours in advance. Please note refunds may take up to four to six weeks to process.
- No child is to be left unattended. Parents are to remain with their youngster(s) until the proper instructor arrives. It is the parent's responsibility to be aware of all program dates, times and locations. We reserve the right to change locations.

## PROGRAM LOCATIONS

Allen Elementary School  
24 Allen Avenue

Amerikick  
Sharp's Run Plaza, Route 70

Big League Dreams  
15 Fostertown Road

Bob Bende Building  
293 Medford-Mt. Holly Road

Breakthru Fitness  
200 Tuckerton Road, Suite 17

Chairville School  
36 Chairville Road

Cranberry Hall & Park  
44 Charles Street (behind the  
Township Office Building)

Cranberry Pines School  
400 Fairview Road

Creative Genius  
32 N. Main Street

Flora Lea Farm  
21 Branin Road

Freedom Park  
86 Union Street @ Jones Road

Golden Pheasant Golf Club  
off of Eayrestown Road @ 121  
Country Club Drive, Lumberton

Headwater Tennis Courts  
Wakefield Dr. Headwater Village

Kirby's Mill Elementary School  
151 Hartford Road

Lenape High School  
Church & Hartford Rds.

Medford Arts Center  
18 North Main Street

Medford Memorial Comm. Center  
21 South Main Street

Medford Park  
Branch Street to Mill Street  
or Allen Road to Gill Road

Taunton Forge School  
32 Evergreen Trail

The Yoga Center of Medford  
Medford Plaza/Rt. 70 & Hartford

*\* Occasionally we must cancel a class due to school activities or inclement weather. ALL recreation programs at ALL locations are cancelled when schools are closed for bad weather, including those at the Cranberry Hall Senior Center and the Medford Arts Center. For confirmation, call our program hotline at 609-654-2512 x5. We try to provide early notification of cancellations and will strive to re-schedule whenever possible.*