

REGISTRATION INFORMATION

AVOID DISAPPOINTMENT

Register early by mail, by phone, by credit card, in person.

Early registration assures enrollment in limited enrollment courses. There are four convenient ways to enroll in a course:

1. **BY MAIL** – The best way to assure a place in the class of your choice! Clip out the registration form and fill in all information and mail the form with your check for the full tuition fee. Make checks payable to Borough of Pottstown.
2. **BY TELEPHONE** – Call us Monday thru Friday between the hours of 8:30 a.m. and 4:30 p.m. Register for the class using your VISA or MASTERCARD or simply mail us a check. Enrollment is guaranteed once payment is received.
3. **REGISTER IN PERSON** – In order to make it easier for you to register for our classes, we have established special evening office hours. If it is not possible for you to sign up during the day, you can now stop by our office in the evening. We are located in the Pottstown Borough Hall, 100 E. High Street, 2nd floor.
4. **INTERNET** – Visit us online @ www.pottstown.org and download the adjacent enrollment form. Send the registration form and payment to:

Pottstown Parks and Recreation
100 E High Street
Pottstown, PA 19464

DAILY OFFICE HOURS

Monday – Friday 8:00 a.m. – 4:30 p.m.

TELEPHONE NUMBERS

AREA CODE (610) 970-6608, 6618

GENERAL INFORMATION

- Senior Citizens (65 years old and older who are Borough taxpayers) are entitled to enroll in any adult evening course free of charge. Courses that require a textbook and/or supplies are the responsibility of the gold cardholder.
 - IMPORTANT! You will be notified only if your course is cancelled.
 - Any returned check will be assessed a \$25.00 service charge.
 - Pottstown Parks and Recreation reserves the right to cancel, postpone, or combine classes
 - When school is closed because of a holiday, in-service, etc. there will be no evening classes.
 - All programs have a minimum and maximum enrollment and are filled on a first-come, first-served basis.
 - A resident is defined as someone who pays taxes to the Pottstown School District/Borough of Pottstown.
 - No tuition fees will be refunded after the first class has been held. If a class is cancelled, tuition will be refunded.
 - A \$25.00 deposit is required on each seat for bus trips. This deposit is only refundable if you or we are able to resell your seat.
 - In the event of inclement weather, tune to WPAZ radio (1370 AM).
 - When school is closed because of inclement weather, the evening school will also be cancelled. The school closing number is 312.
 - Materials and supplies are not included in the class registration fee unless specified.
- For additional information, contact the Pottstown Parks and Recreation Department at 610-970-6608/6618.

DISCRIMINATION POLICY

It is the policy of the Borough of Pottstown and the Pottstown School District not to discriminate on the basis of sex, handicap, race, color or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

MISSION STATEMENT

To provide an environment that promotes and anticipates the educational, recreational, and cultural needs of all citizens. To improve the quality of living through expanded involvement of community resources, to be a catalyst for innovative programming in conjunction with civic and private agencies and with the corporate sector; and it is our commitment to hold ourselves accountable for maintenance, preservation, and development of the natural resources which have been entrusted to all in a beautiful and safe manner.

This coupon is good for \$1.00 discount on any class, trip, or lecture if you register before January 20, 2010. Clip 1 coupon for each class in which you enroll. Clip this coupon and mail it in with your registration. Not valid with any other discount or on park ticket sales.

The Borough of Pottstown / Pottstown School District sponsored adult evening school and community recreation program provides continuing educational and recreational opportunities for residents of all ages. Support for this program demonstrates that members of Borough Council, the Board of School Directors, and District Administrators, are committed to the philosophy that learning is a lifelong process.

PARKS AND RECREATION PROGRAM STAFF –Ms. Eileen Bunt Schlegel, Director of Parks and Recreation, Ms. Kourtney High

PARKS AND RECREATION GROUNDS CREW –Mr. Phillip McCartin, Mr. Timothy Landis, Mr. Anthony Rhoads, Mr. Michael Yerger

BOROUGH COUNCIL – President – Mr. Stephen Toroney, Vice President - Mr. Mark Gibson, Ms. Maureen Allen, Mr. John Chomnuk, Mr. Joseph Kirkland, Mr. Jody Rhoads, Mr. Daniel Weand, Mayor Bonnie Heath, Borough Manager Mr. Jason Bobst,

POTTSTOWN SCHOOL DISTRICT –Mr. Richard Huss, Mr. Dennis Wausnock, Mrs. Valerie Harris, Mr. Robert Hartman Jr, Mr. Thomas Hylton, Mrs. Michelle Pargeon, Mrs. Polly Weand, Mr. Nat White, Mrs. Julia Wilson, Mrs. Linda Adams, Secretary/Business Administrator, Dr. Reed Lindley, Superintendent of Schools, Dr. Jeffrey Sparagana, Assistant Superintendent

ENROLLMENT FORM

Pottstown Parks and Recreation Department
100 E High Street
Pottstown, PA 19464

Name _____ Birth date _____

Address _____

City _____

Home Phone _____ Work Phone _____

Parent/Guardian Name _____

e-mail address _____

Pottstown Parks and Recreation staff takes photos and video of participants enrolled in our programs, classes or special events. These photos and video footage may be used in our brochure, website, or other future publications or video productions. If you do not wish to have your photograph included please notify the photographer.

COURSES/TRIPS/SPECIAL EVENTS

Course Code _____ Course Title _____ Fee _____

Course Code _____ Course Title _____ Fee _____

Course Code _____ Course Title _____ Fee _____

Make checks payable to Borough of Pottstown. Please duplicate form for each person enrolling.

**ADDITIONAL QUESTIONS: CALL 610-970-6608/6618
POTTSTOWN PARKS AND RECREATION DEPARTMENT
100 E HIGH STREET
POTTSTOWN, PA 19464**