

Registration Information

Registration forms may be dropped off or mailed in at any time. For your convenience, there are two drop off locations where completed registration forms can be deposited when the office is closed but the building remains open. These include the Community Center Welcome Desk and the Youth Center business office drop slot. PLEASE NOTE: All courses have a limited enrollment. Early registration improves the likelihood that you will be enrolled in your courses of choice.

Resident Registration is ongoing and will be given priority through August 29, 2010.

Non-Resident Registrations will be processed beginning on August 30, 2010.

MAIL-IN REGISTRATION PROCESS

1. Complete in its entirety the registration form located in this brochure.
2. Make payment using one of the following forms: check, money order, or credit card (Visa/MasterCard/American Express/Discover). Cash payments will not be accepted via the mail.
3. Seal in an envelope, affix proper postage and mail to: The Greenbelt Recreation Department; 25 Crescent Road; Greenbelt, Maryland 20770.

IN-PERSON REGISTRATION PROCESS

1. Visit the business office at the Community Center or Youth Center between the hours of 9:00am and 4:30pm, Monday through Friday. For walk-in aquatic and fitness course registrations and/or memberships, please visit the Greenbelt Aquatic and Fitness Center.
2. Complete a registration form in its entirety.
3. Make payment using one of the following forms: cash, check, money order, or credit card (Visa/MasterCard/American Express/Discover).

ON-LINE REGISTRATION PROCESS

1. In order to use online registration, you MUST have registered previously with the Greenbelt Recreation Department.
2. To log into the website, your initial username is your home phone number and your password is your home zip code. If you were entered as a NEW household into the database AFTER 3/12/2010, then your default password is the primary guardian's LASTNAME. It is HIGHLY RECOMMENDED that you change this information on your first log-in.
3. Please note: there are a few classes where on-line registration is NOT allowed. Please see the class listing for more information.

CITY RESIDENCY

Resident rates apply to those persons who reside in, pay taxes to and are eligible to vote in Greenbelt elections (if 18 years of age or older). Non-resident rates apply to those who live outside of Greenbelt or those who have a Greenbelt mailing address but do not pay taxes to the City. When registering for a class or conducting business as a Greenbelt resident, proof is required in the form of a state issued photo ID or current lease with a valid Greenbelt address.

COURSE FEES

Please refer to the individual course description for current fees and pricing. A 10% discount will be given to any senior citizen 60 years of age or over registering for adult courses, with the exception of those courses designed specifically for senior citizens.

CLASS CANCELLATIONS

Classes will not be held on the following dates: **September 6** – Labor Day, **September 8-9** – Rosh Hashanah, **September 17-18** – Yom Kippur, **November 11** – Veteran's Day, **November 25 & 26** – Thanksgiving, or **December 25** – Christmas. Please reference the individual course description for other scheduled class cancellations. If an individual class meeting is canceled, a make-up will be held at the end of the regularly scheduled course when possible. Pre-school and children's classes scheduled before 5:00pm will not meet on some P.G. County school holidays. When Prince George's County Schools are closed or delayed due to inclement weather or emergency, please call the **Greenbelt Recreation Department Weather & Information Hotline at 301-474-0646 for updated class information.**

CREDITS/REFUNDS

If an activity is canceled by the Recreation Department, all enrolled patrons will receive a full credit or refund according to their preference. Under any other circumstances, the availability of a household credit or refund is not guaranteed regardless of the timing of the request. In order to be considered, requests must be received before 1/3 of the program in question has elapsed. Credit/refund request forms are available at the Community Center and Youth Center business offices. Approved credits and refunds are subject to a 10% (minimum \$2.50) processing fee and will be pro-rated to reflect the number of meetings attended by the participant.

FINANCIAL ASSISTANCE

Financial assistance is offered to Greenbelt residents only and is limited by the availability of funds and space available in the requested program. Completion of the Financial Assistance form and submittal of proper documentation is required before your application can be reviewed and/or approved. All information will remain strictly confidential. Some programs are not eligible for financial assistance. For more information please call 301-397-2200.

INCLUSION

Individuals who are physically, mentally, and/or emotionally challenged are encouraged to participate in any of our programs. Please call Karen Haseley, CTRS at 240-542-2054 to make arrangements.

CLASS SCHEDULE

Classes will begin the week of September 13, 2010. Please see the course descriptions for exceptions and specific information pertaining to class meeting dates.

LOCATION CODES

BFTC - Braden Field Tennis Courts
CC - Greenbelt Community Center
GAFC - Greenbelt Aquatic & Fitness Center
GRHS - Green Ridge House
SHLES - Springhill Lake Elementary School
SHLRC - Springhill Lake Recreation Center
SHP - Schrom Hills Park
YC - Greenbelt Youth Center

