



How To Register

- Registration cannot be taken over the phone. Please mail in, walk in, fax in, or register online at www.UnionCity.org.
- To register by fax, fill out credit card information with a return fax number. Please indicate if you want a confirmation faxed or emailed to you; otherwise we will not send one. Please be sure to include your fax number and/or current email address. You may also register by mail with the form on the right.
- Fill out the registration form completely. Make sure to include a current email address. The City will email your receipt whenever possible. Print clearly and include a signature.
- Locate the code number of the activity for which you wish to register. Select a second choice in case the first activity is full.
- Make check payable to the City of Union City or fill in the information to use your credit card (Visa, Master Card, and Discover Card accepted). Please include the Verification Numbers, CID, on the back of your card. Minimum of \$25.00 purchase to use credit card.
- Enclose a legal size, self-addressed, stamped envelope if mailing in your registration. Confirmation will be sent within three weeks. You will not receive confirmation unless a self-addressed, stamped envelope is included. We are no longer mailing out receipts. We can email you a receipt if a current email address is provided.
- You can register online 24 hours a day, 7 days a week. If you do not have an account with Union City and wish to create one, you may go online or come to one of the Community Centers to create one.
- If you are registering for programs online, please make sure you have an account with us first. You can create an account online, or you can contact any of the community centers and we can help you create one.
- Preregistration for classes is highly recommended, many fill quickly. Classes that do not meet the minimum student sign-ups may get cancelled.
- Nonresidents are charged an additional fee for activities. A resident is defined as anyone living within the Union City or New Haven Unified School District property tax limits.

Class Guidelines and Information

- Parents should escort each child to class and remain until the instructor arrives. Parents are responsible for their child until class begins.
- Some instructors are contractors and not Union City Community & Recreation Services employees. All contractors have the option to use assistants or sub-contractors to teach the class.
- Please encourage your child to use the restroom before class begins. Instructors can't leave the classroom to escort a child to the restroom.
- Instructors have the option of allowing parents to remain in the classroom or to ask them to leave while class is in session.
- For Park and Facility rentals you must live, own a business, or pay Union City property taxes in order to receive the resident rate. Proof is required. Nonresidents are charged an additional fee.

Refund Policy

- Please make your selections carefully.
 - Please enroll only in classes appropriate for your child's age. Exceptions based on skill level must be pre-approved by the instructor and the Union City Community & Recreation Services Department.
 - No refunds or transfers will be given on or after the first class.
 - There is a \$10 processing fee for any withdrawals or transfers for classes, trips and events. Processing fees may be waived if no refund is requested and the credit is used towards a future program.
- Note: Day camp, tots, and aquatics programs have different refund policies. Please refer to the camp, tot, and aquatics information.
- All refunds are made by City check. Checks will be made payable to primary account contact and will be mailed to the home address on file. Please make sure your account is current.
 - We do not process refunds to credit cards.
 - Refund checks take between 4–6 weeks to process.
 - No refunds (whole or partial) will be given for classes missed by the students.

Aquatics

After registering, you can withdraw or transfer up until the first day and a \$10 processing fee will be applied for each transaction. There are no refunds, withdrawals or transfers on or after the first day of the session unless directed by the pool manager or the aquatics coordinator.

Tot Programs

There is a \$25 fee for withdrawal or transfer requests. Transfer requests must be made within two weeks of the first class. No transfers are allowed after the second week.

Day Camps

There is a \$25 per child, per week processing fee for any changes, withdrawal, or transfers with at least five (5) working days advance notice to first day of camp. If fewer than 5 working days' notice is given, all fees are forfeited.

Returned Check Policy

All checks returned for insufficient funds will be sent to a collection agency. There will be a \$31 insufficient fee added to your account for every returned check.

Credit Card Purchases

If your credit card purchase is denied authorization, your registration form will be returned without a class space being reserved. Credit card charges must be a minimum of \$25.00.

Withdrawal from Program, Class or Activity

Withdrawal requests must be submitted in writing at a community center. There is a form for you to fill out.

Registration Form

Please fill out form completely and print clearly! Please include a current e-mail address.

Participant's Last Name _____ Parent's Full Name _____

Address _____ Apt.# _____ City _____ Zip _____

Primary Phone # _____ Mobile Phone Carrier _____ E-mail _____

PARTICIPANT'S FIRST NAME	M/F	BIRTH DATE	ACTIVITY CODE/ 1ST CHOICE	ACTIVITY CODE/ 2ND CHOICE	FEE

I wish to make a donation to the Support Our Kids (SOK) Fund (Please indicate amount): \$ _____

Do participants live within New Haven Unified School District? (Circle one): Yes No

I hereby authorize the use of my credit card: Type of card (Circle one): Master Card Visa Discover Card
(We do not accept American Express)

Please provide all of the following information if you are paying by credit card. If you do not fill it out completely, we may not be able to register the participant in the program you are trying to register for. If you have any questions, please contact any of our centers.

Name on Card _____ Card number _____ Expiration date _____ (CID) Number _____

Billing Address (If different from above) _____ City _____ State _____ Zip Code _____

I the undersigned, agree to indemnify and hold harmless the City of Union City from any loss or liability which is alleged to have resulted from my participation in this program. I have read and understand the activity description listed in the Union City Community & Recreation Services Department Activity Guide, and I comprehend all the risks involved by participating in that activity. I hereby give my dependents permission to participate in the activities indicated and absolve the City of Union City, its employees, volunteers, contractors and officers from liability. I also grant full permission to any and all of the foregoing to use my name and any photographs, videos, motion pictures or recordings for any publicity and promotion purposes without obligation or liability to me. I understand that no refunds or transfers will be given on or after the first class.

Signature _____ Date _____ Parent • Guardian • Participant
Please Circle One

Does the participant or parent/ guardian have any special needs that may require specific accommodations to fully enjoy one of our classes or facilities?
 NO YES, I have special needs that might require special accommodations. Please call 675-5495 for more information.

For Office Use Only Processed By _____ Date _____
 Cash Check # _____ Credit Card _____ Used Credit Class _____

Registration Dates

Summer Activity Guide 2017

- UC Resident Online Registration starts:
Monday, April 17, 2017
- All Registration (mail-in, walk-in, fax for residents and nonresidents)
Monday, April 24, 2017
- Summer Classes
June 12–August 27 (11 weeks)

Holidays/Notable Dates

- Tuesday, July 4 (Independence Day)
- Monday, September 4 (Labor Day)

Community Center offices will be closed on these days.

Register online at www.UnionCity.org, or:

Mail to:

Union City Community and Recreation Services Registration
34009 Alvarado-Niles Rd., Union City, CA 94587
(No walk-in registration will be accepted at this address.)

Fax:

Please fax to only ONE (1) Community Center

Holly Community Center • 510.471.6878
hollycenter@unioncity.org

Kennedy Community Center (at 10th Street) • 510.429.6730
kennedycenter@unioncity.org

Ruggieri Senior Center • 510.477.0317
ruggieriseniorcenter@unioncity.org

Mark Green Sports Center • 510.489.8620
ucsportscenter@unioncity.org

Create a Rec1 (New Registration Site) account at:

<https://secure.rec1.com/CA/union-city-community-and-recreation-services/>