

Important Information – Please Read

Winter Registration Policies, Procedures & Dates

Pre-registration will start on **Tuesday, October 15th** and continue through **Tuesday, October 22nd**. During this period of time, registration forms can be **mailed in** to the Recreation Office at Petruska Park, 475 Farview Avenue. **Forms cannot be dropped off.** After October 22nd the pre-registration period will end and no other registration forms will be accepted or processed by the Recreation Office. *Forms that arrive before October 15th will be penalized and not processed until after the mail of the third work day, October 17th. Forms that arrive postmarked after October 22nd will be sent back.*

In person registration will be held on **Monday, October 28th & Tuesday, October 29th** at Petruska Park between the hours of **9:00 a.m. & 11:45 a.m.; 1:00 p.m. & 3:45 p.m.;** and **7:00 p.m. & 8:45 p.m.**

Online Registration will be available to those children who are already in the Paramus Recreation Department's computer system (any registration since Winter 2006/not including Paramus Junior Baseball or Babe Ruth Baseball). Online registration is not and will not be available to adults. **Adults and any child registering for the first time must either mail in their registration forms** (include proof of residency and for children copies of birth certificates) **or come in person during the In Person Registration period of time** during the above listed hours of operation. Online Registration will begin on **Tuesday, October 15th**. Late fees will be assessed starting October 30th. Those programs that have enrollment limitations will accept up to 50% of their registrations through the online process. Once this quota has been achieved then the computer will automatically not allow any more online registrations. The reasons for a 50% limitation are because not everyone has access to a computer and not everyone feels comfortable using their credit cards for online purchases. To register online go to www.paramusborough.org **Your home phone number is your password as well as your user name.** Your printed receipt will include all vital information concerning the activities registered for.

The back of every registration form includes a Liability Waiver as well as the Zero Tolerance Policy notification and Withdrawal/Refund Policy. *Registration forms that arrive without the Liability Waiver, Zero Tolerance Policy & Withdrawal/Refund Policy being properly completed will not be processed and will be mailed back.* Please note, a parent's signature is required **three times** on the back of each registration form. Please check to make sure that for every person registered all Liability Waivers, all Zero Tolerance Policy, all Withdrawal/Refund Policy notices have been signed.

Starting dates and other pertinent information will be posted on your receipt. For those signing up online, it is important that you print out your receipt. Those who take advantage of Mail In Registration need to send a self-addressed and stamped envelope in order to have their receipts mailed to them.

All registration forms that are mailed in must include full payment. Checks should be made out to "Paramus Recreation." *Individual checks are needed for activities that have enrollment*

limitations. Those registration forms arriving without payment will be sent back unprocessed. It is not necessary to send individual envelopes for every member of your family.

First time youth registrants and **all adult registrants** will be required to show proof of residency. The only accepted forms of proof will be the following: driver's license, current tax or P.S.E.G. bill, water bill, renter's agreement, deed to house or **notarized** letter from a landlord stating residency. The following are not accepted forms of proof: automobile registrations, bank checks or statements, cell phone bills, credit card bills. **If proof is not provided at the time of sign ups, registration will be denied and "spots" will not be held.** First time youth and all adult registrants taking advantage of the mail in pre-registration format **need to include a photocopy** of their residency proof. *Forms that arrive without proper proof of residency will be sent back to the sender.*

Copies of Birth Certificates need to accompany all applications for first time registrants. If this is not attached to the registration form, the *registration will not be accepted* and a "spot" will not be held. *Forms that arrive without copies of birth certificates or copies of passports will be sent back to the sender.*

Late registration will begin on **Wednesday, October 30th** and will end when a program is filled to capacity or the **deadline for registration has passed.** Thereafter, a waiting list for all filled and closed programs will be maintained by the Recreation Office. A late fee of \$4.00 per person per activity will be assessed after Tuesday, October 29th. **Late registration will be taken weekdays between the hours of 1:00 & 4:00 p.m.** Late registration **will not be taken** during the morning office hours. Please be aware that some programs might fill up prior to In Person Registration.

The **REGISTRATION DEADLINE** for each individual sport, including travel sports, can be found in the description of each individual activity.

Cash refunds will no longer be given unless the program is cancelled. **Partial credits will be issued if the withdrawal is prior to the withdrawal deadline.** Those dropping from youth programs will lose eight dollars per program per child. Adults will lose thirteen dollars per program. **Any late fees that may have been paid will also be lost to the registrant.** *Anyone who insists on a refund instead of credit will be charged an additional \$35.00 to cover the costs associated with the processing of a check.*

Withdrawal from any of the Winter Programs must be made prior to **Friday, November 15th** in order to be eligible for credit. **Those wishing to drop from an activity must notify the Recreation Office directly.** The number to call is (201)265-9321. Coaches and other instructors are not responsible for issuing credits and don't always pass along such information to the Recreation Office.

All members of volunteer service organizations affiliated with the Borough of Paramus are now required to pay 50% of the registration fee as well as any late fees that are added on after the registration deadline has passed. Volunteers are also responsible for paying for any uniforms that their child may need. Every season the volunteer's service organization's captain has to sign off on a certificate of certification that the member is indeed active in that organization. That certificate needs to be handed in with the registration forms.

Winter Youth Programs

Coed Basketball Clinics for 1st Graders will be held on Wednesdays & Fridays at 6 p.m. at Midland School. Registrants may sign up for only one session. This program will begin in January and run through March. The emphasis in these one hour clinics is on instruction. The fee for this program will be \$27.00. Each session is limited to **30 registrants**. *Volunteer coaches are needed.*

Coed Basketball Clinics for 2nd Graders will be held on Wednesdays & Fridays at 7 p.m. at Midland School. Registrants may sign up for only one session. This program will begin in January and run through March. The emphasis in these one hour clinics is on instruction. The fee for this program will be \$27.00. Each session is limited to **30 registrants**. *Volunteer coaches are needed.*

Third and fourth grade boys may register for the **Collegiate Basketball Intown League** which will be held Wednesday & Friday evenings between 6 p.m. & 9 p.m. as well as Saturday mornings at Stony Lane School. Practices will start in December and games in January. This league will run through March. ***The Paramus Recreation Commission's drafting procedure does not allow for carpooling or any other type of placement request.*** The fee for this program will be \$43.00. This program will have an enrollment limitation of **100 registrants**. *Volunteer coaches are needed.*

Fifth and sixth grade boys may register for the **Pony Basketball League** which will be held on Monday, Tuesday & Friday evenings between 6 p.m. & 9 p.m. as well as on Saturday afternoons at Parkway School. Practices will start in December and games in January. This league will run through March. ***The Paramus Recreation Commission's drafting procedure does not allow for carpooling or any other type of placement request.*** The fee for this program will be \$43.00. This program will have an enrollment limitation of **100 registrants**. *Volunteer coaches are needed.*

Seventh and eighth grade boys may register for the **Senior Basketball League** which will be held on Wednesday & Friday evenings between the hours of 6:00 p.m. & 9:45 p.m. as well as Saturdays between 9:00 a.m. & 3:30 p.m. at West Brook School. Practices will start in December and games in January. This league will run through March. ***The Paramus Recreation Commission's drafting procedure does not allow for carpooling or any other type of placement request.*** The fee for this program will be \$43.00. This program will have an enrollment limitation of **100 registrants**. *Volunteer coaches are needed.*

Third thru fifth grade girls may register for the **Freedom Basketball League** which will be held on Tuesday evenings between 6 p.m. & 8:30 p.m. as well as Saturday afternoons between 12:30 p.m. & 3 p.m. at Ridge Ranch School. Practices will start in December and games in January. This league will run through March. ***The Paramus Recreation Commission's drafting procedure does not allow for carpooling or any other type of placement request.*** The fee for this program will be \$43.00. This program will have an enrollment limitation of **40 registrants**. *Volunteer coaches are needed.*

Sixth through eighth grade girls may register for the **Liberty Basketball League** which will be held on Monday evenings between 6:00 p.m. & 8:30 p.m. at West Brook School as well as Saturday mornings between 9 a.m. & 10:30 a.m. at East Brook School. Practices will start in December and games in January. This league will run through March. ***The Paramus Recreation Commission's drafting procedure does not allow for carpooling or any other type of placement request.*** The fee for this program will be \$43.00. This program will have an enrollment limitation of **40 registrants**. *Volunteer coaches are needed.*

Indoor Soccer: This program is open to all children in kindergarten through eighth grade. Based on past enrollment figures for indoor soccer the following schedule and league breakdowns **may be used**. The days and times that are shown are used on a **rotation** basis. A registrant does not pick one of the hours but must be available to play once per week during anyone of those listed times for their division. **Please pay close attention to the enrollment limitations in bold at far right.**

Kindergarten	Stony Lane	Saturday	1 p.m. to 5 p.m.	80
First Grade Boys:	Memorial	Monday, Tuesday Saturday	6 p.m. to 7 p.m. 9 a.m. to 10 a.m.	60
Second Grade Boys:	Memorial	Monday, Tuesday Saturday	7 p.m. to 8 p.m. 10 a.m. to 11 a.m.	60
1st & 2nd Grade Girls:	Memorial	Saturday	11 a.m. to 2 p.m.	60
3rd & 4th Grade Boys	West Brook	Monday Saturday	6 p.m. to 9 p.m. 4 p.m. to 5 p.m.	80
3rd & 4th Grade Girls:	Memorial	Saturday	2 p.m. to 5 p.m.	60
5th & 6th Grade Boys	West Brook	Saturday	1 p.m. to 4 p.m.	60
5th & 6th Grade Girls	West Brook	Saturday	10 a.m. to 1 p.m.	60
7th & 8th Grade Boys	West Brook	Wednesday	6 p.m. to 9 p.m.	60
7th & 8th Grade Girls	West Brook	Friday	6 p.m. to 9 p.m.	60

All leagues, with the exception of the Kindergarten Division, will begin practices in December with games starting after the new year. The Kindergarten Division will start in January. Some leagues may finish up as early as February while others may run through March. ***From third grade and up the Paramus Recreation Commission's drafting procedure does not allow for carpooling or any other type of placement request.*** The fee for the Kindergarten Division will be \$29.00. The fee for those in first grade through eighth grade will be \$43.00. *Volunteer coaches are needed.*

Travel Indoor Soccer: This activity will not be offered by the Recreation Department. Parents interested in their children participating in an Indoor League outside of the Intown Rec Program can enter their own team at the Soccer Coliseum located at the Teaneck Armory (contact Nancy at (201)445-1900). Another alternative choice is to contact Paramus Spartan Coach, Lou Hegyi at (201)456-0934. The Spartans are a Club Soccer Program based out of Paramus, but not affiliated with the Recreation Department.

Arts & Crafts: Children who have an interest in art can sign up for one of the Commission's Arts & Crafts classes which will be held at Petruska Park. This ten session program will begin the first week of January and continue into March. The classes will be structured as follows:

Pre-school & Parent	Mondays - 4:30 p.m. to 5:30 p.m.
Kindergarten & First Grade	Wednesdays - 4:30 p.m. to 5:30 p.m.
Kindergarten & First Grade	Mondays - 5:30 p.m. to 6:30 p.m.
Second & Third Grade	Wednesdays - 5:30 p.m. to 6:30 p.m.

Class size is limited to **twenty** children. It is suggested that smocks or art aprons be worn. The fee for this program is \$37.00 which includes all supplies. Children should bring smocks to class with them.

Wrestling: This program is open to all children who will be seven years of age by January 1st, 2014

through those in eighth grade. Practices which begin in December have been tentatively scheduled for Monday, Tuesday and Thursday evenings at Paramus High School between the hours of 7:00 p.m. and

8:30 p.m. Meets are held on weekends starting in January. There is the possibility of some weeknight meets. Home matches are held at Paramus H.S. while away meets take place primarily in neighboring

Bergen County communities. Post season competition can last until March. The fee for this program is

\$75.00 with an additional cost of \$30.00 for those who need a singlet. *Participants must provide their own headgear and wrestling shoes.*

Children who are registered for more than one activity may experience scheduling conflicts. The Recreation Office will make an attempt to avoid scheduling conflicts between intown activities, such as soccer & basketball, however there are NO GUARANTEES. There will be conflicts for those who play on travel teams & want to participate in intown programs. Please refer to the credit/refund policy on page two.

The Paramus Recreation Commission relies on Board of Education gyms to sustain its programs. The Board of Education can cancel the use of any gym at any time for any reason, including abusive behavior to their property or their employees. Therefore please monitor your children at all times.

The success of Paramus Recreation Programs is dependent on volunteer coaches. Please consider helping out.

Adult Winter Programs

Adult Indoor Soccer: Adults nineteen years of age and older are eligible to register for the "pick up"

game indoor soccer program which will be held on Monday evenings between the hours of 7:15 p.m. and 9:30 p.m. in the C/D at Paramus H.S. This program will begin in January and continue through April. Regularly scheduled sessions are subject to last minute cancellations in the event a Paramus High School Varsity Team needs the gym for a makeup game. The fee for this program is \$27.00. **Registrants must provide proof of Paramus residency.**

Spring Lacrosse Registration

Travel Lacrosse: The Paramus Recreation Commission is offering travel programs for both boys and girls in grades 2nd through 8th. The boys will be entered into the New Jersey Youth Lacrosse League and the girls will be playing in the New Jersey Junior Girls Lacrosse League (NJJGLL). At each level there will be between 12 and 15 games as well as some scrimmages. Practices will begin in March and the season will run from April to June. Boys are slated to practice and play their games on Mondays, Wednesdays, Fridays and Saturdays. Girls are slated to practice and play their games on Wednesdays, Fridays and Saturdays. For players to participate proper equipment is required. Boys must have a helmet, shoulder pads, rib protector, mouth guard and stick. Girls must have goggles, mouth guard and stick. The cost for this program is \$77.00 and **does not** include a uniform. Boys' shorts can be purchased for \$18.50. The cost for a girls' skirt will be \$23.00. A set of boys' home and away jerseys can be purchased for \$53.50. A set of girls' home and away jerseys can be purchased for \$51.00.

All participants need to be registered with the U.S. Lacrosse Association. It is up to each participant's parents to take care of this obligation. The U.S. Lacrosse Association registration forms can be picked up at the Recreation Office. The website for the U.S. Lacrosse Association is www.uslacrosse.org. The Recreation Department is not responsible for the fee charged by the U.S. Lacrosse Association.

For additional information on the leagues see the following websites:

(boys) www.njlacrosse.com (girls) www.njjgll.com

Special Events for October

The Terri Roemer Paramus Run - The Run, which will be celebrating its' thirty second year, will take place on **Sunday, October 20th** and will include a 5K Road Race, 10K Road Race, 5K Health Walk and a 1 Mile Fun Run. For additional information or to register please go to www.paramusrun.com. Applications can be picked up at the Recreation Office at Petruska Park as well as at Borough Hall.

Pumpkin Hunt - This event will take place at Petruska Park on **Saturday, October 26th** starting at 10:00 a.m. with all pre-schoolers. Children in kindergarten will take their turn at 10:30 a.m. Those in first grade and up will take their turn at 11:00 a.m. Everyone is encouraged to wear a costume!!! On each grade level plaques will be awarded for the following categories: Most Creative Use of Materials; Most Original Concept; Funniest; Scariest; Most Exquisite; Best Representation of an Athletic Figure; Best Representation of an Animal, Cartoon Character or Icon; Most Patriotic; Best Group; Best Costumed Animal. In the event of rain, a modified version of this event will be held indoors at East Brook School in the old gym.

Holiday Season Events

Youth Holiday Party - This event is geared to those children **three years of age through seven years of age** and will take place at West Brook School on **Saturday, December 7th**. Tentative plans include refreshments, small prizes and appearances by Santa and friends. Although free, tickets will be required and can be picked up starting Monday, November 18th. **Proof of residency will be required.** First come first serve with a limit of **six per family. No more than two adult tickets will be given per family.** Every single person in attendance needs his own ticket. This party is for Paramus residents and their children only. Those who cannot come in person to pick up their tickets have the option of mailing to the Recreation Office, **a self addressed and stamped envelope. PROOF OF RESIDENCY MUST BE INCLUDED. Mail in request for tickets cannot be postmarked prior to November 15th.**

Tree Lighting Ceremony & Winter Carnival - This event will take place at the Borough Hall Complex on **Saturday, December 14th** starting at **2 p.m.** The Winter Carnival will begin at 2 p.m. and conclude at 6 p.m. with the ceremonial lighting of the Christmas Tree. The Carnival will include food, rides and games.

**PARAMUS RECREATION, 475 FARVIEW AVENUE, PARAMUS, N.J. 07652
(201)265-9321**

Registrant's Name: _____ Male or Female (please circle)
 Registrant's Address: _____ Present Grade _____
 Date of Birth: _____ E-Mail _____
 Father's Name _____ Home Phone Number _____
 Mother's Name _____ Cell Phone Number _____
 Family's Insurance Coverage (if none this must be stated) _____
 School Attended _____ Teacher _____

Service Organization (please circle) - Fire - Police Reserve - Rescue - Supervisor's Name _____

To enroll in programs, circle the appropriate items. **Use one form per registrant.**
All three policies on the back of this form must be signed off on or registration will be denied and this form will be returned to the sender. ADD \$4 PER ACTIVITY STARTING OCTOBER 30TH

WINTER ACTIVITIES - USE GRADE IN DURING THE 2013/2014 SCHOOL YEAR

Adult Soccer - Monday Evenings	\$27.00	Basketball - Coed Clinic - 1st - Wed 6 pm	\$27.00
		Basketball - Coed Clinic - 1st - Fri 6 pm	\$27.00
		Basketball - Coed Clinic - 2nd - Wed 7 pm	\$27.00
		Basketball - Coed Clinic - 2nd - Fri 7 p.m.	\$27.00
Arts & Crafts - Preschool - Mon. 4:30 p.m.	\$37.00	Basketball - Boys Collegiate - 3rd & 4th	\$43.00
Arts & Crafts - K & 1st - Wed. 4:30 p.m.	\$37.00	Basketball - Boys Pony League - 5th & 6th	\$43.00
Arts & Crafts - K & 1st - Mon. 5:30 p.m.	\$37.00	Basketball - Boys Senior League- 7th & 8th	\$43.00
Arts & Crafts - 2nd & 3rd - Wed. 5:30 p.m.	\$37.00	Basketball - Girls Freedom - 3rd thru 5th	\$43.00
		Basketball - Girls Liberty - 6th thru 8th	\$43.00
Indoor Soccer - Kindergarten Co-Ed	\$29.00		
Indoor Soccer - First Grade Boys	\$43.00	Wrestling - 1 st Grade (must be 7 by Jan 1st)	\$75.00
Indoor Soccer - Second Grade Boys	\$43.00	Wrestling - 2 nd Grade	\$75.00
Indoor Soccer - 1 st & 2nd Grade Girls	\$43.00	Wrestling - 3 rd Grade	\$75.00
Indoor Soccer - 3 rd & 4 th Grade Boys	\$43.00	Wrestling - 4 th Grade	\$75.00
Indoor Soccer - 3 rd & 4 th Grade Girls	\$43.00	Wrestling - 5 th Grade	\$75.00
Indoor Soccer - 5 th & 6 th Grade Boys	\$43.00	Wrestling - 6 th Grade	\$75.00
Indoor Soccer - 5 th & 6 th Grade Girls	\$43.00	Wrestling - 7 th Grade	\$75.00
Indoor Soccer - 7 th & 8 th Grade Boys	\$43.00	Wrestling - 8 th Grade	\$75.00
Indoor Soccer - 7 th & 8 th Grade Girls	\$43.00	SINGLET FEE (IF NEEDED)	\$30.00

SPRING ACTIVITY - USE GRADE IN DURING THE 2013/2014 SCHOOL YEAR

Lacrosse - Boys 2 nd Grade	\$77.00	Lacrosse - Girls 2 nd Grade	\$77.00
Lacrosse - Boys 3 rd Grade	\$77.00	Lacrosse - Girls 3 rd Grade	\$77.00
Lacrosse - Boys 4 th Grade	\$77.00	Lacrosse - Girls 4 th Grade	\$77.00
Lacrosse - Boys 5 th Grade	\$77.00	Lacrosse - Girls 5 th Grade	\$77.00
Lacrosse - Boys 6 th Grade	\$77.00	Lacrosse - Girls 6 th Grade	\$77.00
Lacrosse - Boys 7 th Grade	\$77.00	Lacrosse - Girls 7 th Grade	\$77.00
Lacrosse - Boys 8 th Grade	\$77.00	Lacrosse - Girls 8 th Grade	\$77.00
LACROSSE SHORTS (IF NEEDED)	\$18.50	LACROSSE SKIRT (IF NEEDED)	\$23.00
BOYS' LACROSSE JERSEYS (IF NEEDED)	\$53.50	GIRLS' LACROSSE JERSEYS (IF NEEDED)	\$51.00

Cash Refunds are no longer issued by the Borough. Credits will be issued to those who withdraw from programs prior to the posted deadline (page two of this brochure). Credits will also be issued to those who send one check for several activities and do not get into all of the activities being registered for. Therefore individual checks are best sent for any activity that has enrollment limitations. Individual checks can simply be returned if a registrant ends up on a wait list.

Zero Tolerance Policy

The game will be stopped by the official when a parent, spectator, or participant displays inappropriate and/or disruptive behavior which interferes with the progress of the game. The official will identify violators to the coaches for the purpose of removing them from the spectators viewing area and/or game area. Once removed, play will resume. Lost time will not be made up and violators will be subject to further disciplinary action by the Paramus Recreation Commission. Inappropriate and disruptive behavior shall include but is not limited to: **taunting, cursing, fighting, threatening physical violence, destruction of equipment and/or property.** In the case of the summer playground and summer trip programs, children who do not adhere to these rules & policies will be removed from their program.

I hereby certify that by affixing my signature below, as the registrant, or as the legal guardian or parent of any child participating in the Paramus Recreation Programs, that I have read the above notice as well as the Code of Conduct that appears in this brochure.

Signature of Registrant or Parent or Legal Guardian

Date

Notice

I hereby understand that there is an element of risk in all physical activities. I hereby agree to hold harmless and otherwise indemnify the Borough of Paramus, its agents, servants and/or representatives from any injuries, including, but not limited to, medical and hospital expenses, that either I or my child may sustain as a result of my or my child’s participation in any activity sponsored by the Borough of Paramus, unless the injuries are the result of negligence on the part of the Borough of Paramus, its agents, servants and or representatives.

I hereby certify that by affixing my signature below, as the registrant, or as the legal guardian or parent of any child participating in the Paramus Recreation Programs, that I have read the above notice.

Signature of Registrant or Parent or Legal Guardian

Date

Withdrawal/Refund Policy

I acknowledge that I have reviewed the withdrawal dates associated with this registration period and are aware that I will be given partial credit if withdrawal from a program is made prior to the posted deadline. I also acknowledge that if I prefer a refund, that refund will include not only the eight to thirteen dollar deduction applied to all withdrawals but also a thirty five dollar processing fee.

Signature of Registrant or Parent or Legal Guardian

Date

EMPLOYMENT OPPORTUNITIES

Applications for Basketball Scorekeepers and Hall Monitors are available at the Recreation Office. All high school students will need working papers. All applicants must submit to a drug test.

VOLUNTEER COACHES NEEDED

Many of the youth activities offered in this brochure rely on volunteer coaches. Anyone wishing to coach any youth activity must complete both an *Intent to Coach Form* and an *Ethics Form*. All volunteer coaches must take part in and pass the Rutgers S.A.F.E.T.Y. Clinic as well as take an online Concussion Course. All candidates will be subject to a background check. Call the Recreation Office (265-9321) for additional information.

OFFICE HOURS

The Recreation Office is staffed weekdays between the hours of 8:30 a.m. & 4:30 p.m. as well as Thursday evenings between 7:00 p.m. & 8:45 p.m. The Recreation Office is not open on Thursday evenings during the months of July, August & September. **With exception to October 28th and October 29th registration is only accepted during the following times: weekday afternoons between 1:00 p.m. and 4:00 p.m. and Thursday evenings between 7:00 p.m. and 8:45 p.m. Registration will not be taken during the morning hours or after 4:00 p.m.**

Paramus Recreation Commission

Chairman, Bill Stallone

Vice Chair Parks, Steve Waxman

Vice Chair Programs, Tom McCrea

Donna Apidopoulos

Laura Criscione

Vince Feorenzo

Bill Holzmann

Tom Locicero

Brian Niland

Director, Sue Regan

Recreation Supervisor, Robert Cowper

Council Liaison, Maria Elena Bellinger

PARAMUS RECREATION
475 FARVIEW AVENUE
PARAMUS, NEW JERSEY 07652

RESIDENTIAL CUSTOMER
PARAMUS, NEW JERSEY
07652