



### ONLINE

Available 24/7

Log onto

[www.WalnutCreekRec.org](http://www.WalnutCreekRec.org) or

[www.CommunityArts.org](http://www.CommunityArts.org)

### FAX

Registration, with VISA or MasterCard information to: (925) 938-7529 or (925) 944-3598 for Aquatics.

### MAIL

Registration Form with payment to: Walnut Creek Recreation Registration, 301 N. San Carlos Drive, Walnut Creek, CA 94598. Make checks payable to City of Walnut Creek.

### PHONE

Monday-Friday, 9am-4pm (925) 943-5858 or (925) 943-5846. (No phone registration available for Aquatics) Please have your class title, number and credit card information ready.

### WALK-IN

Monday-Friday, 9am-4pm; Heather Farm Community Center, 301 N. San Carlos Drive, Heather Farm Park or Shadelands Art Center, 111 N. Wiget. Aquatics: Clarke Memorial Swim Center, 1750 Heather Drive, Heather Farm Park.

### STANDARDS OF BEHAVIOR

For the enjoyment and safety of everyone, the City of Walnut Creek expects all participants and spectators to treat the people and facilities connected with the program with respect and abide by all rules and direction from the staff. We reserve the right to refuse service to anyone for failure to abide by these standards.

### EQUAL OPPORTUNITY

The City of Walnut Creek does not discriminate on the basis of disability in any of its policies, procedures, or practices. This nondiscrimination policy covers admission to, treatment in or employment in City of Walnut Creek programs and activities. For information about Walnut Creek's equal opportunity policies, the process for filing of grievances or to request a copy of the City's grievance procedures, contact ADA Liaison at (925) 943-5899 ext.2203.

### PHOTOS

The City of Walnut Creek reserves the right to photograph facilities, activities, and program participants for potential future use. All photos will remain the property of the City of Walnut Creek and may be used for publicity or promotional purposes only.

## WHERE WE ARE

Civic Park Community Center ..... 1375 Civic Drive, 94596	925.943.5852
Heather Farm Community Center ..... 301. N San Carlos Drive, 94598	925.943.5858
Shadelands Art Center..... 111 N. Wiget Lane, 94598	925.943.5846
Tice Valley Community Gymnasium ..... 2055 Tice Valley Blvd. 94595	925.256.3572
Arts Recreation Dept .....	925.943.5848
Center for Community Arts.....	925.943.5846
Clarke Memorial Swim Center at Heather Farm .....	925.943.5856
Dog Park Hotline .....	925.256.3574
Facility Rentals .....	925.256.3575
Field Conditions Hotline .....	925.256.3574
Larkey Swim Center .....	925.943.5861
Preschools.....	925.943.5846
Recreation Information/Park & Picnic Reservations .....	925.943.5858
Seniors Club.....	925.943.5851
Seniors' Volunteer Mini Bus.....	925.943.1434
Skate Park Hotline.....	925.256.3584
Specialized Recreation .....	925.256.3531

## CLASS LOCATIONS

Arbolado Community Park, Arbolado Drive at Doncaster, 94598	
Delta Martial Arts, 2956 Treat Boulevard, Suite H, 94518	
Elsie Green House & Home, 2954 Treat Blvd, Concord, 94518	
Foothill Community Gymnasium, 2775 Cedro Lane, 94598	
Heather Farm Preschool, 500 N San Carlos Drive, 94598	
Park Place, 1395 Civic Drive, 94596	
Professional Education Center, 2905 Salvio Street, 94519	
Walnut Creek Intermediate, 2425 Walnut Boulevard, 94597	
Walnut Creek Library, 1644 N. Broadway, 94596	
Boundary Oak Golf Course..... 3800 Valley Vista Road 94598	925.934.4775
Walnut Creek Tennis Center ..... 1751 Heather Drive (Heather Farm Park)	925.945.0105
Open Space.....	925.943.5899, ext. 2135
City Council	
Rich Carlston, Mayor; Justin Wedel, Mayor Pro Tem; Loella Haske; Cindy Silva; Kevin Wilk	
Interim City Manager	
Fran Robustelli	
Director of Arts & Recreation	
Kevin Safine	
Arts Commission	
Joe Bologna; Polly Bradbury; Glynnis Cowdery; Jane Emanuel; Anita Sagastegui	
Park, Recreation & Open Space Commission	
Jodi Davenport; Robert Kearsley; Ian McLaughlin; Fred Weston; Tom Worthy	

#### CONFIRMATION

Confirmations will be sent for all mail-in, fax-in and phone registrations. Confirmations are sent via email when possible, by post if necessary. If you do not receive your confirmation within 2 weeks, please call (925) 943-5858.

#### PRE-REGISTRATION

Pre-registration is required for participation in programs. Please do not attend a class if you have not been registered.

#### REGISTRATION FORMS

Registration forms received prior to the dates specified will not be given priority consideration; however, you may fax, mail, or drop off your form at any time.

#### INCLUSION PROGRAM

Contact the Specialized Recreation Department two weeks before the start date of the class to arrange special accommodations:

Preston Jones (925) 256-3531 or [pjones@walnut-creek.org](mailto:pjones@walnut-creek.org).

REGISTRATION FORM

REGISTRATION BEGINS FEBRUARY 22

PERSON RESPONSIBLE FOR THE ACCOUNT

TEL (HOME) TEL (CELL/WORK)

ADDRESS CITY STATE ZIP

EMAIL ADDRESS

PARTICIPANT NAME M/F DOB ACTIVITY NAME 1ST CHOICE CLASS # START DATE 2ND CHOICE CLASS # START DATE FEE

Table with 10 columns for participant information and fees.

VISA/MasterCard ACCOUNT # EXP DATE TOTAL

AUTHORIZATION SIGNATURE

WAIVER OF LIABILITY

I consent to the above person's participation in the activities and agree on behalf of myself, or minor child, that I assume the risk of accident, injuries or property damage sustained from any cause in connection with my (or my child's) participation in the activities.

DATED SIGNATURE PLEASE INDICATE WHETHER: PARENT PARTICIPANT GUARDIAN

POLICIES

REFUNDS/CREDITS

- Refunds/credits are subject to a service charge of \$10 per person, per class. Refunds are processed within three weeks.

- All credits on account are valid for a maximum of one year.

FEES

- All courses and camp registrations include a \$3 administrative processing fee.

- Supply fees are payable to the instructor at the first class. Please do not include supply fees with your registration fees.

ADA ACCOMMODATIONS

In compliance with the Americans with Disabilities Act (ADA), the City of Walnut Creek encourages those

with disabilities to participate in our programs. If you have any special needs that may require specific accommodations, please call (925) 943-5858.

DONATIONS

If you wish to make a tax-deductible donation to Center for Community Arts or Walnut Creek Recreation, please indicate so on your registration form. Thank you!

SCHOLARSHIPS

Center for Community Arts Scholarships are being accepted for Summer 2017. The deadline is May 19, 2017. Walnut Creek Recreation scholarships are accepted on an on-going basis.

WAITING LISTS

Waiting lists are established once a class has reached maximum enrollment. If space opens or a new class is created, you will be notified.

CANCELLATIONS

A class may be cancelled if minimum enrollment is not met. A full refund is available.

MAKE-UP CLASSES

Make-up dates for missed classes will only be granted for class cancellations resulting from inclement weather or from direction of the Arts, Recreation Department.

QUESTIONS

Arts: (925) 943-5846
Rec: (925) 943-5858
Aquatics: (925) 943-5856
50+: (925) 943-5851
Specialized Recreation: (925) 256-3531