

REGISTRATION FOR SUMMER CLASSES

Saturday, April 10, 2010

GETTING STARTED

- If you are a 'Friend of Beaver Brook' at the **Community Level (\$60-\$99)** or above, Telephone Registration will begin at 8:00 am. If you are not a current 'Friend of Beaver Brook', registration will begin at 9:30 am. Phone-in Registration ends at 11:00 am. Become a 'Friend of Beaver Brook' by 4:00 pm Wednesday, April 7th, 2010 to receive early registration and discounts for this year's Summer Youth Programs and all other programs throughout the year. Call the BBA office at (603) 465-7787 for more information.
- **By calling (603) 465-7787 you will access a series of phone lines with volunteers ready to help you.**
- You may register the children of only one family per phone call.

Registrations are accepted after April 10, but space may be limited.

ON THE PHONE

- For each child you are registering, you will be asked to provide:
 1. **Child's name:** _____
 2. **Grade level** (s/he is entering in Fall 2010) _____ **T-shirt size** _____
 3. **Best daytime phone number:** _____
 4. **Course Preference:**

	Course Name	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____

Each child may be registered for up to two courses. You may add your child to the wait lists for additional programs. You will be contacted if space becomes available for your child in an additional course.

IMPORTANT PROGRAM INFORMATION

PAYMENT & MAILING

- **YOU MAY PAY BY CREDIT CARD DURING TELEPHONE REGISTRATION.** VISA, Mastercard or Discover credit cards are accepted.
- **If payment is made by cash or check, it is due in the Beaver Brook Office by Friday, May 7th.**
One check may be used to pay for more than one child's registration. You may pay in person or by mail. Be sure to include your name, address and telephone number. Your child's course placement will not be guaranteed unless payment is received by Friday, May 7th.

EMERGENCY FORMS

- Beaver Brook is required by the State of NH to have health and emergency information for each child participating in our Summer Youth Program. Our Beaver Brook Association Emergency Form must:
 - Be completed by a parent with all pertinent health and emergency information
 - Be signed by your physician
 - Show that your child was examined by a physician within two years of the class start date.

Completed forms are due in the Beaver Brook Office by June 1, 2010.

NEW POLICY: A \$30 processing fee will be charged for late Emergency Forms.

Emergency Forms may be downloaded from our website at www.beaverbrook.org or picked up at the Beaver Brook office.

CANCELLATION POLICY

- Cancellations will be accepted up to 30 days before a class begins for a full refund. Within 30 days of class start, a refund will be given only if the cancelled slot can be filled by another student. Any openings due to a cancellation will be filled from the wait list. If the opening cannot be filled, no refund will be possible due to commitments made in advance for teachers and supplies.
- Beaver Brook Association reserves the right to cancel a program if minimum enrollment is not met.

SCHOLARSHIPS

- Scholarship monies are available to those in need. For details, please contact the Beaver Brook Association Executive Director or Education Director.

PLEASE NOTE: Beaver Brook is not a peanut free environment. If we are made aware of a student with a severe nut allergy, no peanut or nut products will be served. Staff and students will be notified and asked to abstain from bringing any products containing nuts in their lunches, snacks or backpacks.

All children registered in a Beaver Brook's Summer Youth Program course will receive a 2010 T-shirt.