

REGISTRATION INFORMATION

EASY REGISTRATION PROCEDURES

Online(preferred): Visit www.mtsd.k12.wi.us and click on the Recreation Department at the top right.

Mail: Mail the fully completed M-T Recreation registration form to: M-T Recreation Department, 11040 North Range Line Road, Mequon, WI 53092.

Walk-In: The M-T Recreation Office is located on the first floor of the Range Line School building. The office hours are Mon-Fri 7:30am to 4:00pm.

GENERAL REGISTRATION

Registration: Persons must register prior to participating in any program. A parent or guardian's signature is required for children under the age of 18. Full fee payment is needed to process each registration.

REGISTRATION DATES

Persons should register by the date indicated. If your class does not meet the minimum enrollment by the date indicated, it may be cancelled and/or combined with another class. All registered participants will be notified of changes by phone. Class rosters are prepared and given to the instructor. Registrations after this date will be accepted only if an opening exists.

ON-SITE REGISTRATION

Instructors will not accept registration or payment at the class site. All registration transactions must be completed online or with the Recreation Office prior to a scheduled class.

CONFIRMATION OF REGISTRATION

Upon the receipt of a registration, the Recreation Office will send a confirmation via email. Please include your email address on the registration form. You will be immediately notified if the Recreation Office cancels an offering for which you have registered. A full refund will be given when courses are canceled.

FEES

Resident and Non-resident fees are listed under course offerings. There is no pro-rating of fees.

AGE/GRADE REQUIREMENT

For all programs, the age requirement will be as of the date of the first class unless otherwise specified. Please do not request to put your child in a class where he/she does not meet the age requirements. All age requirements are set to benefit the children and make instruction more consistent for the program leader.

PHONE REGISTRATIONS

Phone Registrations are Not Accepted

RESIDENT DEFINITION

Residents are defined as those persons who live in the Mequon-Thiensville School District. Non-resident fees apply to those who live outside the Mequon-Thiensville School District.

REFUND POLICY

Full Refunds: Full refunds will be issued when a program is cancelled by the M-T Recreation Department. Full refunds will also be given if the M-T Recreation Department is notified by the participant one week before the program start date.

CANCELLED PROGRAM

There may be times classes need to be cancelled due to weather, facility scheduling, etc. If this occurs, these classes will not be made up. There will not be a refund given for individual class cancellations due to weather or facility scheduling.

HOSPITAL/MEDICAL INSURANCE

The Department does not provide hospital/medical insurance coverage for people participating in sponsored activities. Furthermore, the school district does not provide hospital/medical coverage for Department sponsored activities.

PHOTOGRAPHY PROCEDURES

The M-T Recreation Department uses pictures of participants in bulletins and displays to inform others of our recreation opportunities. Those photographed will not be identified by name. If you do not want your child's or any family member's picture used for M-T Recreation publications, please inform the Recreation Office.