

Trailside Summer Camp & Family Program Registration 2009 Registration Procedures

The Union County Department of Parks & Community Renewal recognizes the need to conduct a fair and efficient registration system to handle the demand for Trailside's summer camps. A lottery system will be used to determine your place in line for summer program registration on March 7, 2009. Summer brochures and registration cards will be distributed with the lottery numbers. If you have any questions please call Trailside at (908) 789-3670.

Draw a Lottery Number – February 7 through February 20, 2009

1. Beginning on Saturday, February 7 through Friday, February 20, 2009 from 12-5 pm, Union County residents may visit Trailside's Visitor Center to draw a lottery number.
2. This number will indicate the registrant's position on line for Summer Registration on Saturday, March 7, 2009 from 8 am - 5 pm.
3. In addition to a number designating your place on line, your lottery ticket will also indicate the time you should arrive at Trailside on March 7, 2009. This will eliminate the need for you to stand in line for hours. For example, numbers 1-65 must arrive by 8 am; numbers 66-130 must arrive at 9 am, etc.
4. **There are a total of 520 numbers. *The lottery will be conducted until February 20, 2009 OR until all numbers have been drawn.***
5. Proof of residency, such as a driver's license, will be required to draw a number.
6. **Only one number may be drawn per family/address. You may only pick a lottery number for your own family.**
7. The registrant's name, address, lottery number and registration arrival time will be recorded when the lottery number is chosen.

Union County Resident Registration Day – Saturday, March 7, 2009 - 8 am - 5 pm

1. You must bring your lottery ticket with you to registration.
2. **The registrant must be present when their name and number is called, or their position in line will be forfeited.** If the registrant arrives after their number is called, but within their designated hour, they may register at the end of their one-hour time block. If the registrant misses their one-hour block of time, they may return at 4:30pm to register.
3. A person may register **ONLY** their children/family with their lottery ticket.
4. If a person can not be present at their appointed registration time, they may send a representative. The representative must have the family's lottery ticket, must come at the appointed time, and may register only the children/family of the name on the lottery ticket.

5. Summer camp sessions will be limited as follows for the 2009 summer season:

- A. Children in the pre-first grade programs will be limited to two (2) weeks of camp and will not be permitted to repeat the same camp session during the 2009 summer season.
- B. Children in the pre-first grade programs will not be permitted to take a morning and afternoon session during the same camp week.
- C. Children entering the 1st-9th grade camps will be limited to two (2) weeks of full-day combination camps or four (4) weeks of half-day camps and will not be permitted to repeat the same camp session during the 2009 summer season.
- D. Families will be limited to a maximum of three (3) Friday Family programs.
- E. Families will be limited to a maximum of three (3) Evening Family programs which include Tuesday Evening, Campfire and Beginner Campout programs.

Out-of-County Resident Registration – Monday, March 9, 2009 - 12 - 5 pm

- 1. Registration for Out-of-County residents will take place on Monday, March 9 from 12-4:45 pm. Lottery numbers will not be required.
- 2. Not all camps/programs/workshops fill the first weekend of registration. Registration for Union County and Out-of-County residents will continue 12-4:45 pm daily until classes are filled.

Payment Policies

- 1. Payments must be made in full. Make checks payable to "County of Union."
- 2. MasterCard and Visa credit cards are accepted in person.
- 3. Once payment has been made for a camp/program, registration is final. No changes will be accepted on registration day, March 7, 2009.

Cancellation Policies

- 1. Refunds will be given from March 9 to May 31 with a non-refundable registration fee of \$30 charged for **each** pre-first grade program or **each** half-day session of camp that is cancelled.
- 2. **No refunds will be given after May 31 for any summer camp program. No exceptions.**
- 3. Trailside credits or refunds will not be given at **any** time for summer camps, Friday Family, Tuesday Evening, Family Campfires or Beginner Campouts. Credits will only be issued for evening and family programs *cancelled by Trailside*. Credits are valid for one year from the date of issue and can be used toward any Trailside program.

General Policies

- 1. Program spaces are non-exchangeable and non-transferable.
- 2. In developing programs, Trailside keeps in mind the abilities of different aged children. When registering for camp and family programs, please pay attention to the age guidelines.
- 3. Trailside can not allow inappropriately (younger or older than the age specifications for each camp/program) aged children to attend camps *or family* programs. If an inappropriately aged child attends a program, the child will be removed and no credit or refund will be issued.
- 4. Please call Trailside if your child/family can not attend a camp/program. Trailside will call names from the waitlist until the space is filled.