

Summer Fun Registration Policy 2023

The Recreation Department has created this policy to help ensure the residents of Pilot Butte are able to access services for their children in their home community. This policy will guide how the Town of Pilot Butte processes registrations and provide information to those wishing to register for Summer Fun Camps. The Town of Pilot Butte is committed to providing everyone equal opportunity to register for recreation programming.

Definitions

- a. “Physical Address” mean the physical location of the house a child resides in
- b. “Mailing Address” means where a parent/guardian collects their mail
- c. “Pilot Butte Resident” means parents/guardians and children have a physical address within the boundaries of the Town of Pilot Butte
- d. “Non-Resident” means parents/guardians and children who resides outside the boundaries of the Town of Pilot Butte (i.e. within the R.M. of Edenwold, White City, City of Regina, etc.)

Application

This policy only applies to the Summer Fun Day Camps of 2023.

Policy Provisions

- a. To provide direction on when a parent/guardian is able to register their child/children for Summer Fun Camps
- b. To assist the Recreation Department in managing the limited number of spaces available for Summer Fun and the potential demand for those spaces
- c. To provide the residents of Pilot Butte with access to children’s summer programming within their home community

Responsibilities

- a. The Recreation Department will set the dates for Residents and Non-Residents
- b. The Recreation Department and Town Office will ensure that the policy is being followed correctly
- c. The Recreation Department will have space for parents/guardians to fill out their address on the registration form

Procedure

- a. **Pilot Butte Residents** will be able to register their children for Summer Fun Camps starting on **April 12th, 2023**
- b. **Non-Residents** will be able to register their children for Summer Fun Camps starting **April 19th, 2023**
- c. All registrations will be accepted on a first come, first served basis
 - a. Should all camp spots fill before you register a waitlist will be made (waitlist spots are held without payment)
- d. Preferred method of registration and payment is online this year
 - a. Registration Forms will be available on the Town of Pilot Butte website as a fillable PDF Document (one per family)
 - b. Payment is can be made through E-transfer to pbetransfer@sasktel.net, please include your name and what the payment is for in the message field or through OptionPay (Online Credit Card payment system)
- e. Registrations and payments can be made in person at the Town Office. Please respect physical distancing and proper hand hygiene when entering the building