

Registration and Payment Policy: *Effective July 26, 2017*

REGISTRATION PROCESS:

Step 1: Participants must register for a class prior to attending, using one of the following (3) methods:

Phone: Community Health Education at (603) 595.3168

Online: www.stjosephhospital.com/community-health

Email: wtave@sjnh.org Whitney Tave, Community Health Educator

Step 2: At the time of registration, participants will review any previous contact and accounting information, as well as review any paperwork or signatures that may be required.

Step 3: Any paperwork and/or check payments must be submitted using one of the following (2) methods:

U.S. Mail addressed to: St. Joseph Hospital Community Health Education,
172 Kinsley St Nashua, NH 03060

Delivered personally to: Community Health Education on the ground floor
of St. Joseph Hospital in Nashua

PAYMENT:

Payments may be made by using one of the following (2) methods:

CHECK: Pay to the order of *St. Joseph Hospital CHE, 172 Kinsley St Nashua, NH 03060*

In your check's memo, please indicate the class for which you are paying by listing the 'Class, Location, Time.'

CREDIT CARD: online via <http://www.stjosephhospital.com/community-health/health-education-classes> , **or** by calling Community Health Education at (603) 595.3168.

Please Note: We are no longer able to offer a partial payment option for participants. Class fees are due in full prior to the start of a class session. Once registration has occurred, payments are non-refundable.

MEDICAL CLEARANCE: All medical clearance forms must be updated on an annual basis. This information can be obtained at the time of your registration.

Fit & Young for Life participants must complete a (4) page medical clearance packet.

Yoga, Zumba, and Low-Impact Aerobics participants must complete a (2) page exercise release form.

ABSENCES

As a courtesy, please call us at (603) 595.3168 if you know that you will not be able to attend a class.

CLASS CANCELLATIONS

Inclement weather procedure: Please follow the callings of the school district of the town in which your class is located.

Delayed Start: If your CHE class is scheduled to begin prior to 12 PM, you will NOT have class that day. If your CHE class is scheduled to begin after 12 PM, please call Community Health Education or refer to our SJH Facebook page for the status of your class.

Cancelled School Day: If the school district of the town in which your class is located cancels school, then there will be NO CHE classes that day.

HOLIDAY WEEKS

There will be **NO** exercise classes during the following holiday weeks:

- 9/3/17-9/9/17
- 11/19/17-11/25/17
- 12/24/17-1/6/18
- 3/25/18-3/31/18
- 5/27/18-6/2/18
- 7/1/18-7/7/18
- 9/2/18-9/8/18
- 11/18/18-11/24/18
- 12/23/18-1/5/19