

Recreation Department Registration Information...

Contact Us:

At the Office:

Monday - Friday
9:00 AM - 5:00 PM

Angelo Lamagna
Activity Center
19 North Main St.
Enfield, CT 06082

By Phone:

Voice: 253-6420
Fax: 253-5147

On the Web:

WWW.ENFIELD-CT.GOV

IMPORTANT DATES:

Resident Registration Begins:

Friday, December 11th
9:00 AM

Non-Resident Registration Begins:

Friday, December 18th
9:00 AM

Note: Registration will **not** be accepted before the initial registration date and phone registrations will **not** be accepted. All fees must be paid at the time of registration.

Deadline for Holiday Lighting Contest:

Friday, December 4th
5:00 PM

Convenient Ways To Register...

On-line: On-line registration will begin on December 11 at 9:00 a.m. Log onto the Town's website at www.enfield-ct.gov & click on the blue "Register" button. On-line registration is on a first come, first served basis and accepts standard credit cards only (debit cards are not accepted). Visit the website anytime to create an on-line account.
** Please print a receipt when registering on-line. No further notification will be sent.*

Walk-in: Registrations will be accepted at the Recreation Department beginning at 9:00 a.m. on December 11. Walk-in registrations will be processed on a first come, first served basis. Cash, check, or money order will be accepted as forms of payment.

Mail-in: Registrations will be processed on a random basis as time permits beginning December 11th. Incomplete registration forms will NOT be processed until all items are received. The Enfield Recreation Department is NOT responsible for lost or untimely mail delivery. Please follow the directions below for mail-in registrations.

- Complete the registration form.
- Include a **separate** check for each program payable to "Enfield Recreation Department" unless otherwise noted in description.
- Include a self-addressed stamped envelope so we may send you a confirmation. **If you do not send a self-addressed stamped envelope you may provide an email address on your registration form and we will send you an email confirmation.**
- Include a photocopy of proof of residency. Acceptable forms of ID are: valid driver's license, tax bill, utility bill, renter's/homeowner's agreement. For our complete residency policy please visit our website or contact the Recreation Office. *Please note checks are not considered proof of residency.*
- Mail the registration form, check(s) or money order(s), self-addressed stamped envelope and proof of residency to Recreation Office located at 19 North Main Street, Enfield, CT 06082.

NOTE: If you have not received your confirmation within 10 business days of the registration start date, please contact the Recreation Department.

Please Note:

The parent or legal guardian must register their child. We will **not** accept notes allowing friends, grandparents, etc., to register a child. A parent's or legal guardian's signature is required for all children's programs.

Attention Parents:

Classroom-Parents are asked to leave the classroom area after the first class but are invited back for the last class. This rule is for the safety of your child. Children tend to be distracted if parents are allowed to stay. Instructors need a child's full attention for them to benefit from a class.

No Class Dates

Classes will **NOT** be held on the following holidays, unless otherwise noted:

New Years Day
January 1, 2010

Martin Luther King Day
January 18, 2010

Presidents Day
February 15, 2010

Cancellations & Postponements

Cancellations and postponements will be announced on "WFSB" Channel 3, "WVIT" Channel 30, "WTIC," "WHYN-AM," and "WDRG" or call the Recreation Department recording at 253-6420. The department reserves the right to set a maximum for each program and to cancel any program due to low enrollment.

Refunds

For withdrawal from programs are issued for medical reasons only, upon receipt of a doctor's note. Program credit will be issued for a withdrawal for any other reason if notice of withdrawal is given at least 7 days prior to the start of the program. No refunds or transfers are made once a program has begun. Transfers before programs have begun are allowed on a space available basis only. A 10% processing fee will be charged for all refunds/credits/transfers. If the Recreation Department cancels a program, a full refund will be issued.