

# Program Registration Information

## Contact Us:

### At the Office:

Monday - Friday  
8:00 AM - 4:00 PM

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

### By Phone:

Voice: 860-253-6420  
Fax: 860-253-5147

### On the Web:

WWW.ENFIELD-CT.GOV/  
RECREATION

## REGISTRATION DATES:

We are continually rolling out new and additional programming, so be sure to check each program's flyer for registration dates and times!

**Note:** Registrations 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.



## Convenient Ways To Register...

**Online:** Online registration will begin on the **program's indicated registration date**. Log onto the Town's website at [www.enfield-ct.gov/recreation](http://www.enfield-ct.gov/recreation) and click on the blue "Online Program Registration" button on the Recreation homepage. Online registration is on a first come, first served basis and accepts standard credit cards only (*Discover* cards & debit cards are not accepted). Visit the website anytime to create an online account. **Please print a receipt when registering online. No further notification will be sent.**

**Walk-in:** Registrations will be accepted at the Recreation Office beginning on the **program's indicated registration date**. 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. Proof of residency is required.

**Mail-in:** Registrations will be processed on a random basis as time permits beginning on the **program's indicated registration date**. Incomplete registration forms will NOT be processed until all items are received. The Enfield Recreation Division 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" unless otherwise noted in the description.
- Include a self-addressed, stamped envelope or email address so we may send you a confirmation.
- Include a photocopy of proof of residency. Acceptable forms of ID are: valid driver's license, tax bill, utility bill or renter's/homeowner's agreement. For our complete residency policy, please visit our website or contact the Recreation Office. *Please note that 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 the 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 program's registration start date, please contact the Recreation Office.

**The Recreation Division welcomes persons with disabilities in all programs and services. Please call our office two weeks prior to the program start date so that we will know how to best serve you.**

### 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

Instructors need a child's full attention for them to benefit from a class. Policy as to if parents are allowed to stay in the classroom/pool area are established on a program by program basis. Please inquire about each class BEFORE you register your child if you have a concern.

## Residency Policy

The Recreation Division observes a residency policy. For complete policy information, visit the Town's website or call the Recreation Office.

## Cancellations & Postponements

Cancellations and postponements will be announced on "WFSB" Channel 3 and on the Recreation Division's recording at 860.253.6420.

The division reserves the right to set a maximum for each program and to cancel any program due to low enrollment.

## Withdrawal Policy

Due to limited space in our programs, refunds are not given unless for a medical reason upon receipt of a doctor's note. A program credit to be used for another recreation program may be given on a case by case basis. **Please note there are no refunds given on bus trips unless we can fill your spot(s).**

If you would like to request a withdrawal from a program, you must fill out a withdrawal request form and submit it to the Recreation Office as soon as possible with any pertinent documentation attached. Your request will be processed in 7 - 10 business days.

A 10% processing fee will be charged on withdrawals/credits and transfers. Withdrawal request forms may be found on the Town's website and at the Recreation Office.