

## 5 EASY WAYS TO REGISTER

### ONLINE REGISTRATION

In order to help make your online experience easy, please follow the instructions on the bottom of the registration form located on page (14).



### MAIL-IN REGISTRATION

Simply mail your completed registration form located on page (14) with payment to:

 **Farmington Recreation Division**  
**7 Westwoods Drive**  
**Farmington, CT**  
**06032**

### WALK-IN REGISTRATION

Visit our office during business hours and drop off your registration form with payment.

**Office Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m.

### DROP-OFF REGISTRATION

Westwoods Drive is located off Route 177, just north of the intersection with Route 6. Enter by Westwoods Golf Course and follow the signs to our office. A locked drop box is located on the pillar near the entrance.



### FAX

You may fax your completed registration form including your credit card payment information to **(860) 675-2544**.

### REGISTRATION DATES

RESIDENT: Monday, April 2<sup>nd</sup>

NONRESIDENT: Monday, April 16<sup>th</sup>

### WEATHER CONCERNS

The Farmington Recreation Division's programs follow the school cancellation policy. If school is cancelled or dismissed early then all Farmington Recreation programs will be cancelled. Announcements will be made on CBS Channel 3 Eyewitness News First Alert, WTIC-1080AM radio.

### RECREATION SCHOLARSHIP FUND

The Farmington Recreation Division recognizes that there may be residents who cannot afford the fees for some programs. A Recreation Scholarship Fund has been established to assist residents who are experiencing financial difficulties. You can help support the Scholarship Fund by adding \$1.00 (or more) to your registration fees. This donation will go directly into the Recreation Scholarship Fund. Thank you for your support.

### SPECIAL NEEDS ASSISTANCE

If you require a reasonable modification to rules, policies or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services to participate, you should forward your request for such an accommodation to the Farmington Recreation Division along with any special needs that you would like to discuss by contacting Priscilla Peale, Recreation Supervisor II, at 675-2540 three weeks prior to the start of the program. Special Needs participants needing one to one assistance are eligible to register for a maximum of one program per season not to exceed four programs in one calendar year. The Farmington Recreation Division is not licensed to administer medication.

## REGISTRATION INFORMATION

### PROGRAM CANCELLATION POLICY

1. The Farmington Recreation Division reserves the right to cancel any program due to low enrollment numbers.
2. Two business days prior to the start date for each program, a decision will be made to cancel or run the program. If cancelled, you will be notified by the Farmington Recreation Division and will have the option of transferring to another activity or obtaining a full credit or refund.
3. The Farmington Recreation Division reserves the right to either combine or divide classes, to change the time, date, location and to make other revisions in any offerings, which may become necessary.
4. Every effort will be made to make up classes. However, activities cancelled due to circumstances beyond the control of the Farmington Recreation Division, will not be made up or refunded.

### REFUND POLICY

**Since programs are self-supporting and commitments need to be made to instructors and staff, the following is the Department's refund policy:**

1. Refunds, minus a \$5.00 processing fee [except where indicated], will be given when requested up to three business days prior to the start of the program.
2. Once the decision has been made to run a particular program, no refund will be given unless the Farmington Recreation Division can find a substitute, or there is a medical emergency.
3. Refunds will be issued for medical emergencies when accompanied by a physician's note, which must be received within five business days following the conclusion of the program.
4. Absolutely no refunds will be given for any used portion of a program.
5. All refunds will follow the Finance Department's bill paying schedule. There will be no cash refunds. Please allow two - four weeks to process a refund.

**Because of the above policy, it is requested that careful consideration be given to registering for any program.**

### FINANCIAL ASSISTANCE

1. **Financial Assistance Program:** Farmington residents may qualify for a reduction in the cost of a program based upon the Federal Income Poverty Guidelines. An Eligibility Application Form needs to be completed and verified to qualify for a discount on the fees for a maximum of one program per person per season not to exceed four programs in one calendar year.
2. **Deferred Payment Plan:** If you are unable to make payment-in-full at the time of registration, please contact Priscilla Peale at 675-2540.

**FEES ARE NOT PRORATED FOR THOSE REGISTERING AFTER THE START OF A PROGRAM.**

Unless you are notified, assume that you are enrolled in the class in which you are registered.

# REGISTRATION INFORMATION

1. Payment must accompany signed registration/waiver form in order to be registered.
2. All credit cards accepted. Please make checks payable to: Town of Farmington.
3. One check may be used to register for more than one program/participant.

## REGISTRATION & WAIVER FORM

I recognize that there are risks of injury involved to members of my family participating in recreational activities conducted by the Town of Farmington. Therefore, in consideration of the Town of Farmington conducting recreational activities and enrolling members of my family in such activities or permitting members of my family to participate in such activities, I do hereby, on behalf of myself and all members of my immediate family, release the Town of Farmington and its employees and agents from all liability with respect to an injury received by me or any member of my family arising from such activities.

Signature of Parent/Guardian/Adult Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Participants Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

Participant Name	Gender	Date of Birth	*School*	Grade	Program Name	Code / Section	Fee
Johnny Q. Sample	M	10/11/1995	WW	6	Corkum's Baseball Camp	121100-01	\$115

**\*School Code\*: U - Union, WD - West District, NW - Noah Wallace, EF - East Farms, WW - West Woods, IAR - Irving Robbins**

Recreation Scholarship Fund Donation / Thank You (\$): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ EXP Date: \_\_\_\_\_ ( ) Check ( ) Cash

Name as it appears on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Medical Information**

Please list any condition of which the supervisor/instructor should be made aware of in order to understand and better serve your individual need(s).

Participant Name: \_\_\_\_\_

Condition: \_\_\_\_\_

**RETURN TO:**  
**FARMINGTON RECREATION DIVISION, 7 WESTWOODSDRIVE, FARMINGTON, CT 06032**  
**PHONE: (860) 675-2540 FAX: (860) 675-2544**

## ONLINE REGISTRATION INSTRUCTIONS

1. Log on to [www.farmington-ct.org/TownServices/Recreation](http://www.farmington-ct.org/TownServices/Recreation)
2. Click on the "Online Program Registration" Link to <https://rec.farmington-ct.org>
3. Type your ten-digit phone number and primary guardians last name in the spaces provided.
4. If your information is not currently in our online registration system you will be prompted to register with our office.
  - a. Click "OK"
  - b. Click on the "First Time or New User" link.
    - 1) "New User" is a family that has not registered for a program since April 2006.
    - 2) "First Time User" is a family that has registered for a program since April 2006, but is using our online registration system for the first time.
5. If your information is currently in our online registration system you will be logged into your account.
6. If you have any questions regarding the use of the online registration system, please contact our office.