



# East Greenwich

## Community Services & Parks Dept.

### 2019 WINTER & SPRING RECREATION PROGRAMS

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#### ON-LINE REGISTRATION ACCEPTED

##### **PRE-APPROVED ACCOUNT FOR EAST GREENWICH RESIDENTS\***

In order to access the on-line registration, you must have a pre-approved password protected account. To get a pre-approved, on-line account set up, you must submit the request form (available on the Town web page) with the household information and a password to the Parks & Recreation office **ahead of time**. This is the time to provide your child's Pick up and Release Information and all family members' medical information.

Once it has been verified you will receive an email noting your account is all set up and you are ready to go. Please allow the office about 1 week to process your request. That means if you want to be ready to sign up on the first day registration is open, then **get your request in now!**

##### **ALREADY HAVE AN ACCOUNT**

You may begin as soon as registration is activated for the season. Simply sign-in ([www.eastgreenwichri.com](http://www.eastgreenwichri.com)) with your email and password beginning at **8:45am on December 10, 2018**. *If you need to add or change pick up people, medical information, etc. then please fill out a change of information form at the office.* Forgot your password-go to the Parks & Recreation registration website- click on the "sign in" button, then click "forgot my password" and it will be sent to the email address connected to the account.

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**PICK-UP & RELEASE POLICY** – required for all non-parent participation classes for children younger than 7<sup>th</sup> grade

A. **PICK-UP & RELEASE INFORMATION:** The people allowed to pick up your child at the end of each class need to be listed on your registration or online account form. Include all friends, family members, nannies, babysitters, spouse, etc. who you are authorizing to pick up your child. People NOT listed will NOT be allowed to sign out your child at the end of class. *To change this information after your account is set up and after the roster has been printed, the child's parent must fill out a Change of Information form at the office or with the instructor.*

**All people picking up are required to show photo ID each time.**

B. **WALKERS:** If you choose not to have your child signed out and you give us permission to release him/her as a walker, then indicate that in that section as "ALLOWED TO WALK" .

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**MEDICAL INFORMATION:** If you or your child has any medical issues (allergies, physical difficulties, etc.) then note that along with any helpful information. Is he/she bringing an Epi-pen or inhaler? A medicine waiver will be required and can be downloaded from the web site.

**Non-residents:** To insure that East Greenwich residents are given preference in classes, non-residents will not be allowed to sign-up on-line. Non-residents can still submit paper forms and will be placed on a wait list. If space is available as the class date draws near, then you will be contacted by the office for payment.

**The first day that on-line and paper registration will be enrolled is**

**December 10, 2018**

**401-886-8626, ext. 1**

TDD (401) 886-8626 via RI Relay #711 (800-745-5555 TTY)  
1127 Frenchtown Road, PO Box 111, East Greenwich, RI 02818

[www.eastgreenwichri.com](http://www.eastgreenwichri.com)

## ON-LINE REGISTRATION PROCESS

1. Set up your pre-approved on-line account. (See above) After you receive approval review your account for accuracy.
2. Beginning on December 10, 2018 at 8:45am log onto [www.eastgreenwichri.com](http://www.eastgreenwichri.com) and click on the link for the Parks & Recreation page located on the home screen on the left hand side.
3. Once on the Parks & Recreation page click on the link to enter the registration section.
4. Log into your pre-approved account. (If you log-in prior to 8:45am then you will have to refresh your screen at 8:45am)
5. Search for a program by choosing the age category listed on the left or from the top of the page. Then choose the sub-category to narrow down your selection or enter the course code in the search box.
6. Choose which family member(s) you would like to enroll.
7. If signing up for an additional class, then choose the other class and the family member. You may sign up for any and all fall sessions at this time, including participating in the same class in both sessions.
8. After selecting all your classes proceed to the shopping cart to finalize your enrollment and make payment via credit card\*\*. *\*\*All credit card transactions will be charged a processing fee and are billed directly to your credit card. The processing fee is 2.5% of the total charge or a minimum of \$1.95. Processing fees are not refundable.*
9. Print a receipt and any required forms and mail the required forms to the Parks & Recreation Office.



**AGES/GRADE REQUIREMENT:** Participants must be the appropriate age and/or grade by the first day of the class.

## MULTI-CLASS DISCOUNTS

The online registration system is not able to process “multi-class” discounts. If you are signing up for classes with a “multi-class” discount then you can either pay the full cost on-line and a refund will be sent to you at a later date or you can submit a paper registration to be processed at the office with the discounted amounts.

## PAPER REGISTRATIONS

Not to worry, the office still accepts paper registrations. Simply get your form to the office **before** the first day of registration, December 10, 2018, and we will begin enrolling them lottery style on the 10<sup>th</sup>. Your best chance at getting your class selection will be via the on-line registration as classes will fill on a first come basis and the office can only process forms one at a time. Walk in registrations processed on the spot will not be accepted until December 12<sup>th</sup>.

## REFUND POLICY

The deadline for cancellations, transfers and program changes is one week prior to the start of the class, unless otherwise noted. No refunds will be given after that date. If you or your child becomes injured, ill, unavailable, disinterested, etc. after this date and your spot can be filled with someone on our wait list then you may receive a partial refund. Please notify the office as soon as possible so that we can attempt to reach someone. Once you make a refund request your spot is now available for other registrants and you can no longer attend class. A minimum of one day’s advanced notice is needed. All refunds will be sent a paper check from the Town’s Finance Dept. Credit card processing fees are not refundable.

## CAMPERSHIPS

Camperships will be provided to those on public assistance. Please submit your registration form to the Parks & Recreation office before the 1<sup>st</sup> registration date along with proof of need (ie. housing statement, SNAP card, SSI document, etc.) Payment will be worked out with each person. If you have an extenuating circumstance please submit a letter explaining your situation.

**SNOW CANCELLATION POLICY** In the event of inclement weather or if you are questioning if a class will be held due to a storm, then you can check the class status by calling 401-886-8626. If class is cancelled there will be a cancellation message. Just because the EG Schools cancel-does not mean the Parks & Recreation programs are cancelled. If staff are able to, then they will attempt to contact participants via email or phone calls. Many times there are several factors which prohibit staff from contacting every individual personally.

\*East Greenwich residents are those residing within the cooperate boundaries of the Town of East Greenwich. Proof of residency may be required. Are you a registered voter in EG, is your car registered in EG, is your child currently eligible to enroll in an EG public school, do you have a renter’s agreement at an EG home?



### 2019 WINTER & SPRING PAPER REGISTRATION FORM

**One form per household.** Please print clearly so we can accurately enter the information. The Primary Account Holder is the adult who will be paying for and/or signing up him/herself or household family members.

**1. Primary Account Holder's**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Email Address \_\_\_\_\_ (receipts sent to email addresses)

Home Phone \_\_\_\_\_ Secondary Phone (cell or work) \_\_\_\_\_

Helpful Medical Information-if you are enrolling (ie. allergies, physical difficulties, etc.-please elaborate) \_\_\_\_\_  
\_\_\_\_\_

**2. HOUSEHOLD MEMBERS YOU ARE SIGNING UP:** Immediate family members who have the same legal residence as above. (ie- school district enrollment eligible, registered voter, vehicle on the Town tax roll)

Name \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_ GRADE \_\_\_\_\_

Helpful Medical Information (ie. allergies, physical difficulties, etc.-please elaborate) \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_ GRADE \_\_\_\_\_

Helpful Medical Information (ie. allergies, physical difficulties, etc.-please elaborate) \_\_\_\_\_  
\_\_\_\_\_

**3. PICK UP AND RELEASE:** IF YOU HAVE CHILDREN ENROLLED IN A CLASS WITH PARTICIPANTS YOUNGER THAN 7<sup>th</sup> grade and it's NOT a parent participation class, then you are REQUIRED to sign your child out after each class and show a PHOTO ID each time. Please list below the people who will be allowed to pick up your child/children. *You do not need to list the Primary Account Holder's name or the Emergency Contact's name as they will be allowed to sign out your child.* **Please include any other parent, spouse, sibling, neighbor, grandparent, sitter, or nanny who will be picking up your child.** If their name does not appear here, then your child WILL NOT be released to him/her. Changes to this information must be filled out in-person at the office or with the head instructor by the Parent/Guardian. NOTES SENT IN WILL NOT BE ACCEPTED.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**4. EMERGENCY CONTACT:** List the family's emergency contact. No need to list parents as they will be called first.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Family (friend, grandparent, etc.) \_\_\_\_\_

**5. WALKER'S PERMISSION**

My child/children \_\_\_\_\_ are allowed to walk or bike home after the activity- Yes \_\_\_\_\_ No \_\_\_\_\_ If you indicate yes, then no one will be required to sign out your child.  
List child/children's name

**6. CLASS INFORMATION:** List below the classes you wish to sign up for. Participants can sign up for as many sessions as they choose and for as many classes as they wish. You are not limited to the number of times you can take the class.

Participant's Name	Program Name	Session (I, II)	Day	Time	Fee
Example: Mary Smith	Messy Crafts	II	Wed	9:15am	\$30

***ASSUMPTION OF THE RISK, WAIVER & RELEASE OF LIABILITY. All participants and their guardians through participation in these programs acknowledge an assumption of risk of injury and agree to hold harmless, indemnify and release the Town of East Greenwich, its staff and volunteers from all liability. My signature acknowledges that I have read the flyer rules, regulations, refund policy and risk assumption and will abide by them.***

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or guardian must sign if under 18)

2<sup>nd</sup> Adult Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address:  
Town of East Greenwich  
Parks & Recreation Division  
PO Box 111  
East Greenwich, RI 02818

Office Location:  
Community Services & Parks Dept.  
Parks & Recreation Division  
1127 Frenchtown Road  
East Greenwich, RI 02818

**REGISTRATION BEGINS 12/10/18**  
Get your form to the office prior to this date to be included in the 1<sup>st</sup> day of the lottery registration. In person registration processed on the spot begins 12/1018.  
**Checks made payable to:**  
Town of East Greenwich