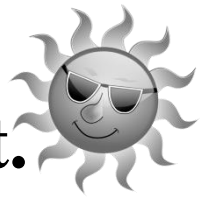




East Greenwich Community Services & Parks Dept. 2019 SUMMER RECREATION PROGRAMS



ON-LINE REGISTRATION ACCEPTED

EG Community Services & Parks accepts online registrations. If you haven't already set up your online account- then NOW is the time to do it. *Do not wait until the first day of registration to ask for your account to be set up.*

PRE-APPROVED ACCOUNT FOR EAST GREENWICH RESIDENTS*

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

ALREADY HAVE AN ACCOUNT

You may begin as soon as registration is activated for the season. Simply sign-in (www.eastgreenwichri.com) with your email and password beginning at **8:45am on April 22, 2019**. 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.

Non-residents: To ensure that East Greenwich residents are given preference in classes, non-residents will not be allowed to sign-up online. Non-residents can still submit 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.

PICK-UP & RELEASE POLICY – *A formal release process is used at the end of each day for children in programs below 7th grade and not in a parent participation class.* The people allowed to pick up your child at the end of each class **MUST** be noted on your registration form or online account form. Be sure to include all spouses, parents, friends, family members, nannies, babysitters, 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, you must fill out a Change of Information form at the office or with the instructor.* Notes sent in with the child and phone calls will not be accepted. **All people picking up are required to show photo ID each time.** 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 the section as "ALLOWED TO WALK"

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 medical waiver will be required and can be downloaded from the web site.

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


April 22, 2019 at 8:45am.

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

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 April 22, 2019 at 8:45am log onto 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.  On-Line Registration
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.
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.

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.

AGE and GRADE REQUIREMENT

The participant must be of the appropriate age and/or grade designated for the class by the first day of the class in-order to be eligible for enrollment. If the class enrolls by grade level then the child must be ENTERING that grade in the fall of the upcoming school year. Please check your accounts to insure your child’s grade level is correct.

PAPER REGISTRATIONS

The office still accepts mailed in and dropped off paper registrations. Simply get your form to the office **before** the first day of registration and we will enroll it, lottery style, starting on the first day of registration. Your best chance at getting your class selection will be via the online registration as classes fill on a first come basis and the office can only process forms one at a time. In person (walk in) registrations processed on the spot will not be accepted until April 29th.

REFUND POLICY

The deadline for cancellations, transfers and program changes is **JUNE 14, 2019**. 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 via 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 1st registration date along with proof of need (i.e. 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.

*East Greenwich residents are those residing within the corporate 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?

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



Registration
Begins
April 22nd