



2012 WINTER & SPRING PROGRAM

The East Greenwich Parks & Recreation Department's Winter & Spring Program, for most classes, will be run for two sessions. The first session will begin January 9, 2012. The second session will begin March 26, 2012. Check each program for specifics on day, time, and location.

REGISTRATION PROCEDURE

MAIL-IN & DROP OFF REGISTRATION

It is highly recommended that you use this registration format for the best chance at getting your class selection.

1. Begins **December 19, 2011** by lottery for Sessions I & II. One session per class at this January registration. See more information under General Info. & Re-Registration.
2. Forms can be mailed in or dropped off prior to 12/19/11.
3. All forms mailed in or dropped off will be placed into a box and then drawn lottery style on 12/19/11.
4. The mailing address: EG Parks & Recreation Dept., PO Box 111, East Greenwich, RI 02818.
5. One envelope per family please.
6. All mailed registration forms which are accepted into a class will be sent a computer confirmation by mail. If you do not receive one approximately 3-4 business days after the 1st day of registration, then call the office.
7. The office is not responsible for lost or misdirected mail.

LATE REGISTRATION

For the best advantage of getting into a program, the mail-in/drop-off registration is recommended. (see details above.)

1. Accepted beginning December 21 for session I & II. One session per class at the January registration.
2. Location: 1127 Frenchtown Road
3. Hours: 8:30am-4:00pm
4. Registration accepted for your family and ONE other family as long as a signed registration form and proper identification is presented.

RE-REGISTRATION

Re-registration for session II will begin on Monday, March 12, 2012 by mail only and beginning on March 14th all walk in re-registrations will be accepted. Re-registration is for people enrolled in session I and who wish to repeat the class in session II.

WAITING LISTS

If the class you requested is full, then you will be notified by phone for an alternative choice. Every effort will be made to expand or add classes based on the instructor's and the facility's availability.

GENERAL INFORMATION

1. *ALL PARTICIPANTS AND THEIR GUARDIANS, THROUGH PARTICIPATION IN THESE PROGRAMS ACKNOWLEDGE AN ASSUMPTION OF RISK OF INJURY AND RELEASE THE TOWN AND ITS STAFF FROM ALL LIABILITY.*
2. Participants may only sign up for **one session per class** of their choice at the January registration. Meaning each person may sign up for either session I or session II of crafts, and either session I or session II of music, etc. You are not limited to the choice of different classes. This will allow everyone a chance to participate at least once. Empty spots in session II may be filled beginning March 12th by mail (see re-registration procedure.)
3. One form per person please. A registration form was included in the flyer and can be copied. They are also available at the Parks & Recreation office, Town Hall, www.eastgreenwichri.com, and the EG Library.
4. NO phone registrations will be accepted.
5. Payment in full is required at registration. Checks or money orders only please.
6. Proof of residency may be requested at registration (ie. Voter registration, residential tax bill, driver's license. etc.)
7. Participant must be of the appropriate age/grade by the first day of class. Proof of the person's age may be required at registration (ie. birth certificate.)
8. Programs may be canceled due to lack of enrollment.

9. Camperships will be provided to those on public assistance. Please submit your registration form with proof of need, at the start of the registration period. Payment will be worked out with each person.

OUT OF TOWN REGISTRATIONS

East Greenwich residents will receive preference in the classes. All out of town applications will be placed on a waiting list. Do not send any money with your registration form. As the class date approaches and if ample space is available, then you will be notified by phone of an opening.

REFUND POLICY

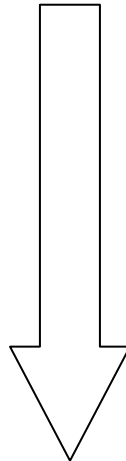
The deadline for cancellations and program changes is one week prior to the start of the class, unless otherwise noted. No refunds will be given after that date. If you or your child becomes ill, etc. after this date, and before the class/event begins, and your spot can be filled with someone on the waiting list then your money can be refunded. Please notify the office as soon as possible so that we can attempt to reach someone. A minimum of one day advanced noticed is needed.

886-8626, ext 1

TDD 886-8626 via RI Relay #711 (800-745-5555 TTY)

www.eastgreenwichri.com

See registration form below



2012 Winter & Spring Registration Form

Last Name:	First Name:	DOB:	Grade:
Street:	Town/City:	Zip:	Hm Phone:
Mother's/Wife's Name:	Father's/Husband's Name:	Participant's Gender: Male Female	
Mother's/Wife's Work/Cell #:	Father's/Husband's Work/Cell #:	Emergency Name:	
East Greenwich Residential Tax Payer: Yes _____ No _____			Emergency Ph#:
Medical or physical difficulties/treatments/allergies: Please explain and add any helpful information.			
Photo Release: I will allow photographs of my child to be taken for the use in promotional materials (newprint, flyers, presentations, etc..) and/or by the media for purposes of promoting Parks & Recreation programs. Yes _____ No _____			
Financial Assistance Requested? Yes _____ No _____			

***** **RELEASE & PICK UP INFORMATION** *****

My child is allowed to walk home or bike home from the activities:
 If you check yes, your child will be released on his/her own. No sign out required by an adult. Yes _____ No _____

If you checked "NO" to the above, then your child will only be released to the parents and emergency contact listed above and to the people listed here. Changes to this information must be filled out in person at the office by the parent/guardian. **Notes sent in with the child/friend will NOT be accepted.**

Name, Address & Phone	Name, Address & Phone

My child **MUST NOT** be released to the following person: ie restraining orders
 Name: _____ Address: _____

Write in your class selection below.

Participant may only sign up for ONE session per class of his/her choice at the September registration.

Program Name	Age/Grade	Session	Day	Time	Fee

All participants and their guardians, through participation in these programs acknowledge an assumption of risk of injury 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 and the risk assumption and will abide by them.

Participant's/Parent's/Guardian's Signature: _____ Date: _____

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

Make Checks Payable to:
 Town of East Greenwich

REGISTRATION

Get your forms to the Parks & Recreation Office **prior to December 19th** for your best chance at getting your class choice.

All forms received by 12/19/11 will be opened lottery style.