



# East Greenwich Community Services & Parks Dept. 2020 SUMMER RECREATION PROGRAMS



We are planning on running camps and programs this summer as best we can under the current guidelines and restrictions as set forth by the State. Please review the flyer for changes as they stand today. Some instructors are no longer available to run programs so those classes have been cancelled. Check back often as things are fluid at this time.

**PLEASE NOTE CLASS AND PROGRAM SIZES ARE LIMITED DUE TO THE STANDARDS.**

The 2020 Summer Program flyer has been in the works for quite some time. We had hoped to have this published earlier, but due to the current COVID-19 pandemic we have held off a little. At the time of printing-we plan to run the summer programs. **Registration will begin May 26<sup>th</sup> at 11:00am.**


Since all offices are currently closed to walk-in service, East Greenwich residents can sign up online and will need to set up their online accounts, if they do not already have one. See below how to set up your online account. This will be your best chance at getting the class you desire. Do this now so you are ready for the first day of registration.

Paper registrations will still be accepted and those can be submitted by mail to 1127 Frenchtown Rd or dropped in the drop box on our office building. You will need to include payment in the form of a check or money order made out to the Town of East Greenwich.

In the event we are prevented from running the programs refunds would be sent to you.

### **HOW TO SET UP AN ONLINE ACCOUNT- FOR EAST GREENWICH RESIDENTS\* ONLY**

In order to access the online registration, you must have a PRE-APPROVED password protected account which is set up by the office staff after verification of your residency with Town records. Please allow about one week for processing.



1. Log onto [www.eastgreenwichri.com/180/Program-Information](http://www.eastgreenwichri.com/180/Program-Information) to see the summer flyer and to print an Online Account Form.
2. Fill in all the details including who is allowed to pick up your children and be sure to sign it.
3. Submit the paper form to our office via mail or by dropping it in the drop box on the office building (1127 Frenchtown Rd). Scanned forms can also be emailed to [rlough@eastgreenwichri.com](mailto:rlough@eastgreenwichri.com).
4. The office staff will verify your residency with Town records and once approved will email you notifying you that your account has been set up and will provide a temporary password. Check your junk folder as sometimes the email goes there.
5. You may now log into the online registration account from: [www.egrecreation.com/default.aspx](http://www.egrecreation.com/default.aspx) or through the town webpage [www.eastgreenwichri.com/179/Online-Registration](http://www.eastgreenwichri.com/179/Online-Registration) by clicking on the following icon.  On-Line Registration

\*\*Non-residents cannot have online accounts. This insures all East Greenwich residents have preference in the classes. Non-residents are placed on a wait list and if space is available will be contacted as the class start date approaches. Submit your paper form, but do not submit payment.

### **ALREADY HAVE AN ONLINE ACCOUNT?**

If you already have an online account, please check it now to insure all your family members are on the account and that their age and current grade is accurate. If you need to add/change the pick-up people, medical information, etc. then please fill out a change of information form at the office or with the head instructor. If you forgot your password, then 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 connected to the account.

### **REGISTRATION BEGINS ON MAY 26<sup>th</sup> at 11:00am**

1. Set up your pre-approved on-line account. (See above)
2. Beginning on May 26, 2020 at 11:00am 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.   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.*

**PICK-UP & RELEASE POLICY** – A formal release process is used at the end of each day for children in programs below 7<sup>th</sup> 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.

### **NO MULTI-CLASS DISCOUNTS DUE TO LIMITED ENROLLMENT**

### **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.

### **REFUND POLICY**

The deadline for cancellations, transfers and program changes is **JUNE 19, 2020**. 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 1<sup>st</sup> 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](http://www.eastgreenwichri.com)



Participant's Last Name

Participant's First Name

School Entering in the Fall

**2020 SUMMER PAPER REGISTRATION FORM**

**CIRCLE** your selection for the Specialty Camps, Playgrounds & Big Trips.  
For all other programs write them in the bottom section.

**Youth Specialty Camps-Monday, Tuesday, Wednesday & Thursday (except week II)**

Grade Entering	I: 6/29-7/02	II: 7/07-7/10 (T, W, Th, F)	III: 7/13-7/16	IV: 7/20-7/23	V: 7/27-7/30	VI: 8/03-8/06
Grades 1-3	Basketball \$45	Tennis \$84	Basketball \$45	Tennis \$84	Basketball \$45	Tennis \$84
Grades 1-3	Magic Camp \$94	Circuit Makers \$95	Robotic Factory \$140	KidzArt \$104	POW! Science \$60	POW! Science \$60
Grades 1-3	Woodland Advnt \$70	XXX	KidzArt \$104	POW! Science \$60	<del>Cooking w/ Class \$87</del>	Icon Coding \$180
Grades 1-3	<del>Calling All Bakers \$87</del>	KidzArt \$104	<del>Candy Camp \$87</del>	Aim High (Gr 1-6) \$94	XXX	Dance Camp \$101
<b>Grades Vary</b>	XXX	Sew Much Fun (gr. 2-6) \$70	XXX	Broadway Jr. Songs (gr. 2-4) \$67	Summer Theatre Production (gr. 2-8) \$125	
Grades 4-6	Tennis \$84	Basketball \$45	Tennis \$84	Basketball \$45	Tennis \$84	Basketball \$45
Grades 4-6	Broadway Songs \$67	Magic Camp \$94	Acting Tech & Imp \$67	Hands on Electrs \$95	KidzArt \$104	Sculpt. Engi & Bal \$95
Grades 4-6	<del>Creat. Engineering \$95</del>	<del>Calling All Bakers \$87</del>	POW! Science \$60	Enviro-Explorer II \$140	Claymation \$95	<del>Cooking w/ Class \$87</del>
Grades 4-6	KidzArt \$104	XXX	Animation \$95	<del>Candy Camp \$87</del>	Market & Business \$161	XXX

**Playground Program-Monday, Tuesday, Wednesday & Thursday (except week II) Includes local trip cost.**

Grade Entering	I: 6/29-7/02	II: 7/07-7/10 (t, w, th, f)	III: 7/13-7/16	IV: 7/20-7/23	V: 7/27-7/30	VI: 8/03-8/06
Meadwbrk/Hanaford 1-3 grade	\$30	\$30	\$30	\$30	\$30	\$30
Frenchtown/Eldredge 1-3 grade	\$30	\$30	\$30	\$30	\$30	\$30
Hanaford/Cole 4-6 grade	\$30	\$30	\$30	\$30	\$30	\$30
Eldredge/Cole 4-6 grade	\$30	\$30	\$30	\$30	\$30	\$30

**ONLY write in other programs NOT listed above!**

Program Name	Age	Session(s)	Day(s)	Time	Fee

TOTALS BY SECTION

Specialty Camp	Playground Program	Big Trips	Other Programs	<b>GRAND TOTAL</b>
\$	\$	\$	\$	\$

\*\*\*\*\* ONE PARTICIPANT PER FORM PLEASE \*\*\*\*\*  
!!!!!! COMPLETE BOTH SIDES OF THIS FORM !!!!!

Office Use	
Amount \$	Check #

**2020 SUMMER PAPER REGISTRATION FORM**

*The Account Holder is the adult who will be paying for and signing up him/herself, and/or custodial minor children.*

<b>Account Holder's Name:</b>		
<b>Date of Birth</b>	<b>Gender</b>	<b>Email</b>
<b>Street</b>		<b>City, State, Zip Code</b>
<b>Primary Phone</b>		<b>Alt Phone</b>
<b>Medical Information: (ie. allergies, etc. please elaborate)</b>		
<b>Emergency Contact:</b> List someone other than the parent above as you will be contacted first.		
<b>Name</b>	<b>Phone No.</b>	<b>Relationship</b>
<b>CUSTODIAL MINOR (under 18): Same legal residence as parent/guardian above</b>		
<b>First Name</b>	<b>Last Name</b>	
<b>Date of Birth</b>	<b>Gender</b>	<b>Grade Entering</b>
<b>Medical Information: (ie. allergies, etc. please elaborate)</b>		
<p><b>PICK UP AUTHORIZATION:</b> IF YOUR CHILD IS ENROLLED IN A CLASS WITH PARTICIPANTS YOUNGER THAN 7<sup>th</sup> grade and it's NOT a parent participation class, then he/she is <b>REQUIRED to be signed out</b> after each class by <b>you, your emergency contact or pre-authorized people</b> listed here and <b>must show a PHOTO ID</b> each time. Please list below the people who will be allowed to pick up your child. <i>You do not need to list the Account Holder's name or the Emergency Contact's name as they will be allowed to sign out your child.</i> <b>Please include any other parent, spouse, sibling, neighbor, grandparent, sitter, or nanny who will be picking up your child.</b> If the 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. PHONE CALLS AND NOTES SENT IN WILL NOT BE ACCEPTED. Please plan ahead.</p>		
<b>First &amp; Last Name</b>		<b>Phone</b>
<b>First &amp; Last Name</b>		<b>Phone</b>
<p><b>WALKER'S PERMISSION:</b> My child is 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.</p>		
<p><b>PHOTO RELEASE:</b> Occasionally the Town or the media will take photographs or video of programs, classes, or events to use in promotion of and/or in publications promoting the Department and its programs in various media genre including social media. I will allow photographs or videos to be taken of myself and/or my child(ren). Yes _____ No _____</p>		
<b>SPECIAL CONSIDERATIONS-Let us know about any special circumstances we should be aware of. (ex. Financial need)</b>		

**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. Without in any way limiting the scope of the foregoing assumption of risk and waiver & release of liability, all participants specifically acknowledge, assume, and release the Town from any and all liability that is any way related to risks resulting from the COVID-19 novel coronavirus pandemic. 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)

**Mailing Address**  
**Town of East Greenwich**  
**Community Services & Parks Dept.**  
 PO Box 111  
 East Greenwich, RI 02818

**REGISTRATION BEGINS ON**  
**MAY 26<sup>TH</sup> AT 11AM**

-NO INPERSON REGISTRATIONS WILL BE PROCESSED.  
 -REGISTER WITH A PRE-APPROVED ONLINE ACCOUNT  
 or  
 -MAIL IN OR PLACE PAPER FORM IN THE DROP BOX  
 BEFORE May 26<sup>th</sup> TO BE INCLUDED ON THE FIRST DAY  
 OF REGISTRATION. (See Addresses to the left.)

**Office Located At**  
 1127 Frenchtown Road

Drop Box is next to the front door.

**Checks made payable to**  
 Town of East Greenwich