

## **REGISTRATION DATES AND PROCEDURES**

### **HOW TO REGISTER:**

Registration will kick off on April 29 from 10:30 am-1:30 pm at the Avon Town Hall, Selectman's Chambers. Beginning April 30 registration will be held in the Recreation Office during normal business hours.

### **MAIL IN OR DROP OFF**

Beginning April 4, 2011, you can mail in or drop off your registrations at the Avon Recreation and Park Department, 60 West Main Street Avon, CT 06001. **Registration that have been dropped off or mailed in between April 4, 2011 and April 29 will be processed beginning at 1:30 pm on Friday, April 29, 2011.** Participants that mail in registrations prior to April 29 will be notified by 4:30 p.m. on May 2 only if a class is filled and their name has been placed on a **Waiting List**. Unless you are notified, assume that you are enrolled in the class(es) that you registered for.

### **ONLINE REGISTRATIONS:**

**Online registration for summer 2011 programs begins at 10:30 am on April 29, 2011. You cannot register for swim memberships or swim lessons online.**

Registering online is a great way to save time and gas and can be accessed 24 hours a day. To register online follow these simple steps:

- 1) Go to <http://activenet.active.com/townofavonct> and click the link to create an account (this will link you to the Recreation Department's registration page)
- 2) To get started, at least one **adult** member of the family will need to create an account along with a customer login name and password. Simply follow the prompts for setting up your account.
- 3) Once an account is created you can access your account 24/7, view program information, register for programs, view account history, and more! Registration for programs is similar to most Internet shopping.

**SPECIAL NOTICE REGARDING ONLINE REGISTRATIONS:** All online registrations are assessed a processing fee. The **processing fee** is per transaction, not per program, so if you are registering for more than one program; it is better to register for them all on the same transaction.

### **DROP BOX**

For your convenience, the Recreation Department has a locked drop box that is located just outside the Recreation Office. Please feel free to utilize the box during non-business hours. We check this box first thing every business day.

### **WE DO NOT ACCEPT PHONE REGISTRATIONS!!**

### **GENERAL REGISTRATION INFORMATION**

Registration forms are available at the Recreation Office, in this booklet and on the Town's web page at [www.town.avon.ct.us](http://www.town.avon.ct.us), then click on "Recreation and Parks", and then "forms". Registration forms must be completely filled out or they will be returned. Fee must accompany registration and anyone not registered will not be permitted to take part in the activity. **Instructors cannot accept registrations!**

Avon Senior Citizens (age 60 & up) will receive a discounted fee for programs offered for Adults (unless otherwise noted).

Maximum enrollments are listed for each activity and must be enforced to ensure the quality of the program.

Age will be determined as of the first day of class unless otherwise noted. The grade listed for programs indicates the grade your child is completing in June 2011.

Only children that are registered may be in the class location during the Recreation Programs.

Program fees will not be pro-rated for any reason!

***The Recreation Department reserves the right to cancel any program due to low enrollment. PLEASE register early and on time!***

### **REGISTRATION DEADLINES**

Program registrations received as of the first day of class, will be assessed a \$15 late fee. Once registered, any class changes will be assessed a \$5.00 per program fee. Registration deadline for Summer Day Camp programs is 4:30 pm on the Friday prior to the start of the session. Anyone registering after the Friday deadline, will be charged the full amount plus a \$15 late fee.

### **NON RESIDENT REGISTRATION**

**Non-Residents:** Avon Residents are given priority placement in all scheduled events. Out of town residents may register for programs one week after the registration period begins. Non-residents do not get a senior discount. We no longer charge a non-resident fee.

## **DEPARTMENT POLICIES**

### **REFUNDS**

Refunds of 100% (minus a \$10 processing fee) can be requested up to one business day after the first class (except for those classes that state a specific cancellation date). After that time, no refunds will be issued. Refunds due to a medical condition require a doctor's note.

### **CANCELLATION INFORMATION**

A Voice Mail message will be available after 8:30 am at 860-409-4365. Activities cancelled due to inclement weather will not be made up unless otherwise noted. Classes cancelled due to circumstances beyond the control of the Recreation Department will not be made up or refunded. Cancellations will also be posted on the Rec. Dept.'s web page at [www.town.avon.ct.us](http://www.town.avon.ct.us) and go to the "Bulletin Board".

### **SPECIAL NEEDS ASSISTANCE**

The Avon Recreation and Park Department welcomes persons with disabilities in all programs and services. Individuals with Special Needs, who need special accommodations, must call the Recreation office prior to registering as we have limited allocated per program. If you require reasonable modification to a recreation program in order to participate, please indicate this on your registration form. **Special need participants needing assistance are eligible to register for a maximum of one program per season/brochure and must register 3 weeks prior to the start of the program so that we may provide adequate staffing for you.** If individuals would like to sign up for additional programs, the participant would incur the cost for the aide.

### **FINANCIAL ASSISTANCE**

Program subsidy is available for those with financial needs through the Social Services Department by calling 860-409-4358.

### **RECREATION ASSISTANCE FUND (R.A.F)**

This fund was designed to help Avon residents who otherwise may not be able to participate due to financial hardship. You will find a box on the registration form in which you can donate to this fund.