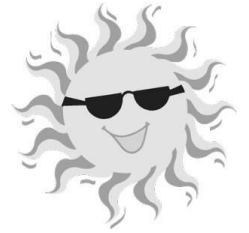




East Greenwich Parks & Recreation

2017 Summer Program



ON-LINE REGISTRATION IS ACCEPTED

EG Parks & Recreation 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 online 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 and a password 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 1 week to process your request.

ALREADY HAVE AN ACCOUNT

You may begin as soon as registration is activated for the season. Simply sign-in with your email and password beginning at **8:45am on April 24th**. 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 webpage- 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 insure that East Greenwich residents are given preference in classes, non-residents will not be allowed to sign-up online. 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.

PICK-UP & RELEASE INFORMATION: *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 that 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 registration and paper registrations will be enrolled is

April 24, 2017 at 8:45am.

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 online account. (See above) After you receive approval review your account for accuracy.
2. Beginning on April 24, 2017 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 top left.
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 login prior to 8:45am then you 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 program, then choose the other program and the family member.
8. After selecting all your programs proceed to the shopping cart to finalize your enrollment and make payment via credit card**.
9. Print a receipt and any required forms and mail the required forms to the Parks & Recreation Office.



***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.*

MULTI-CLASS DISCOUNTS

The online registration system is currently 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 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 by the first day of 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 will still accept 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 28th.

REFUND POLICY

The deadline for cancellations, transfers and program changes is **JUNE 16, 2017**. No refunds will be given after this 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 1st 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.

*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?

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
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Participant's Last Name

Participant's First Name

School Entering in Fall

2017 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 & Friday**

Grade Entering	I: 6/27-6/30 (t, w, th, f)	II: 7/03-7/07 (m, w, th, f)	III:7/10-7/14	IV: 7/17-7/21	V: 7/24-7/28	VI: 7/31-8/04
Grades 1-3	Tennis \$80	Basketball \$45	Tennis \$80	Basketball \$45	Tennis \$80	Basketball \$45
Grades 1-3	KidzArt-(Sea) \$100	Robotics \$139	POW Science (gr. 2-3) \$60	Cooking Korner \$87	POW Science (gr. 2-3) \$60	POW Science (gr. 2-3) \$60
Grades 1-3	Candy Land \$87	Dance Camp \$93	KidzArt (World) \$100	Stitch & Sew \$66	Aim High Gym \$93	Get Crafty \$87
Grades 1-3	XXX	Magic Camp \$94	Aim High Gym \$93	XXX	Girls LAX (gr. 2-5) \$51	Nature Detect. \$76
Grades-Vary	XXX	XXX	Broadway Kids (gr. 2-4) \$63	XXX	Summer Theatre Production (gr. 2-8) \$125	
Grades 4-6	Basketball \$45	Tennis \$80	Basketball \$45	Acting Techn. \$63	Basketball \$45	Tennis \$80
Grades 4-6	Reverse Engineering \$85	KidzArt-(Sea) \$100	Magic Camp \$94	Artists & Inven \$85	Robotics \$139	KidzArt (Marion.) \$100
Grades 4-6	Dance Camp \$93	Candy Land \$87	Cooking Korner \$87	POW Science (gr. 4-5) \$60	Get Crafty \$87	Adv Animation \$85
Grades 4-6	XXX	XXX	Animation \$85	XXX	Girls LAX (gr. 2-5) \$51	XXX

Playground Program-Monday, Tuesday, Wednesday, Friday (includes local trip cost)

Grade Entering	I: 6/27-6/30 (t, w, th, f)	II: 7/03-7/07 (m, w, th, f)	III:7/10-7/14	IV: 7/17-7/21	V: 7/24-7/28	VI: 7/31-8/04
Meadwbrk/Hanaford 1-3 grade	\$25	\$25	\$25	\$25	\$25	\$25
Frenchtown/Eldredge 1-3 grade	\$25	\$25	\$25	\$25	\$25	\$25
Hanaford/Cole 4-6 grade	\$25	\$25	\$25	\$25	\$25	\$25
Eldredge/Cole 4-6 grade	\$25	\$25	\$25	\$25	\$25	\$25

Big Trips-Thursdays

Grade Entering	I-6/29	II-7/06	III-7/13	IV-7/20	V-7/27	VI-8/03
1 st -7 th	XXX	XXX	Dinosaur Place \$35	Adventureland \$26	Water Wiz \$20	PawSox \$26

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	GRAND TOTAL
\$	\$	\$	\$	\$

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

Office Use	
Amount \$	Check #

2017 SUMMER PAPER REGISTRATION FORM

Primary Account Holders' Name:		Date of Birth:	Gender:
Street:		Town/City:	Zip:
Email:	Home Phone:	Secondary Phone (c) or (w):	
Helpful Medical Information (if account holder is enrolling-allergies, physical difficulties, etc, -please elaborate.)			
East Greenwich Residential Taxpayer: Yes _____ No _____			
HOUSEHOLD MEMBER YOU ARE SIGNING UP-ONE PER FORM			
Name: _____			
Date of Birth: _____	Gender: _____	GRADE ENTERING: _____	
Medical information (allergies, physical/emotional difficulties, etc.-please elaborate)			
Photo Release: I will allow photographs of my child to be taken for use in promotional materials (newsprint, flyers, presentations, etc.) and/or by the media for purposes of promoting Parks & Recreation programs. YES _____ NO _____			
Emergency Contact Name: No need to list the account holder as he/she will be called first.			
Name: _____	Phone: _____	Relationship: _____	
***** PICK UP AND RELEASE INFORMATION *****			
IF YOUR CHILD IS ENROLLED IN A CLASS WITH PARTICIPANTS YOUNGER THAN 7 th 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. <i>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.</i> Please include any other parent, spouse, sibling, neighbor, grandparent, sitter, or nanny who will be picking up your child. 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. NOTES SENT IN & PHONE CALLS WILL NOT BE ACCEPTED.			
Name _____	Phone _____		
Name _____	Phone _____		
My child MUST NOT be released to the following person (ex. restraining order):			
Name: _____	Address: _____		
WALKER AUTHORIZATION:			
I allow my child to be released on his/her own from the activity: Yes _____ No _____ <i>By indicating Yes no one is required to sign-out your child.</i>			
FINANCIAL ASSISTANCE:			
Check if financial assistance is requested: <input type="checkbox"/> If yes, please include documentation showing type of public assistance.			

All participants and their guardians, through participation in these programs acknowledge an assumption of risk of injury and agree to hold harmless and release the Town, 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/Parent/Guardian's Signature: _____ Date: _____


2ND ADULT Participant's Signature: _____ Date: _____

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

2017 Registration
(Highly recommended)

April 24, 2017

Refund Deadline June 16, 2017



Make checks payable to:

Town of East Greenwich