

## **Registration Policies**

Please see below for our Registration Policies regarding registration eligibility, waitlists, refunds, scholarships, and makeups. Questions? Please send an email to [recsupport@fairfieldct.org](mailto:recsupport@fairfieldct.org).

### **Waitlist**

People's plans (and minds) often change. If the program you want is filled, we encourage you to be waitlisted and we will contact you if a space becomes available. You may also waitlist yourself online if you find that your course is closed while you are attempting to register.

If you are interested in a Youth League/team that is filled, you will be waitlisted and we will contact you if a space becomes available. We do not take requests, all teams are put together based on 3-4 children per school depending on how many register from each school.

### **Refunds**

#### **GENERAL REFUNDS**

All requests for refunds must be made in writing to: [Recrefund@fairfieldct.org](mailto:Recrefund@fairfieldct.org)

Refunds will be granted up to 5 business days prior to the start of the program less 10% of the program's total fee. If cancellations are made within 5 business days of the program start date a 10% administration fee will be applied as well as a 25% late refund fee.

E-mails time-stamped after 4:30 pm on a Business Day will be considered received on the following Business Day. You will receive a response to let you that know your refund is being processed.

No refunds will be granted after the start of the program, except in the case of a medical injury or emergency. Requests for refunds in the event of a medical injury or emergency must be made in writing with an original doctor's note and hand delivered or mailed to the Parks & Rec. Dept. Attention: Director.

Transfers to another program / session must be made at least 5 business days before the program begins. Call during office hours, 8:30 – 4:30, 203-256-3191.

#### **SUMMER CAMP PROGRAM REFUNDS**

Playgrounds, Camp Champs, Action Squad, Teen Adventure Trip Camp, Endless Summer Camp and Special Playgrounds Refund Policy: A \$50.00 Administration Fee will be charged per refund, per person, per session. No Camp Refunds after May 29th. (This applies to Playgrounds, Camp Champs, Action Squad, Teen Adventure Trip Camp, Endless Summer Camp and Special Playgrounds)

#### **REFUNDS FOR MEMBERSHIPS**

No refunds are given for Memberships. It is possible to freeze a Fitness Center Membership when receiving medical care. Please present a letter from a doctor and an adjustment can be made.

### **Scholarships**

Scholarships for Recreation Programs and Leagues are available to those children who meet pre-approved criteria. If a child qualifies for reduced lunch under the Board of Education guidelines, then they qualify for a 50% reduction in program fees. If a child qualifies for a free lunch then a 100% reduction is taken. In order to prove your status, the parent/guardian must have the school fax the proper reduced/free lunch form to the Parks & Recreation Department at (203) 256-3145. We will keep this form on file for the current school year. Reduced/Free lunch status must be proven each school year. Because you are unable to receive reduced scholarship rates online, if you choose to register for your programs online, we advise you to register and then call us for an adjustment. This obligation rests on the parent/guardian as adjustments are not automatically made.

If a uniform jersey is needed for a program that will be scholarshipped as well. Contact the Parks & Recreation Dept. for further information.

Adults who qualify under a lower income status may be eligible for a discounted Fitness Center membership. Contact the Social Services Dept. at (203) 256-3170 for further information.

**Exceptions:** Due to the popularity of our Summer Camp programs, if your child qualifies for any scholarship, they will only be able to register for one session of summer camp (Camp Champs, Playgrounds, or Action Squad). Teen Adventure Trip Camp is not eligible for scholarship. Programs that are offered through Sub-Contractors (Art Strokes, BOOST, Tennis, Chess, etc.) are not eligible for scholarship rates. Contact our office at [recsupport@fairfieldct.org](mailto:recsupport@fairfieldct.org) or call (203) 256-3191.

## **Cancellations & Make-Ups**

Any class or program may be cancelled for insufficient enrollment. All fees will be refunded.

In cases of inclement weather, check our Field Closures webpage.

For Tennis Makeups, please dial the cancellation number at 203-283-5629 and listen for "Fairfield."

If schools are cancelled all Recreation programs held in the schools are also cancelled.

Make-ups are scheduled only for classes cancelled by the Rec. Dept.

## **Registration Eligibility**

### **PROGRAMS**

Programs are open to any permanent resident and/or Residential Property Taxpayer of the Town of Fairfield.

Non-residents are allowed to participate in some of our programs if there is space available 1 week prior to the program's start date. An additional \$25.00 will be added to the program fee.

### **LEAGUES**

Youth Leagues are open to any permanent resident. Adult Leagues are open to any permanent resident and/or Residential Property Taxpayer of the Town of Fairfield with the exception of the Adult Softball Leagues which allow 3 non-residents per team for an additional fee.

#### **MEMBERSHIPS**

The Fitness Center is open to any permanent resident and/or Residential Property Taxpayer of the Town of Fairfield. Memberships for use of the Golf Courses, Tennis Center and Lake Mohegan may be purchased by non-residents for an additional fee.