



REGISTRATION FORM

REGISTRATION INFORMATION

Registration are accepted online by visiting www.concordrec.com, in person, by mail or over the phone with a Visa or Mastercard. Please see reverse for Registration Policy which includes Refund and Cancellation Policies. *Please note that some programs require more information to be on file.*

Hunt Recreation Center
90 Stow Street
Concord, MA 01742
978-287-1050
Monday-Friday
7:30am-6:00pm

Beede Swim and Fitness Center
498 Walden Street
Concord, MA 01742
978-287-1000
Mon-Fri 5:30am-9:00pm
Sat & Sun 7:00am-6:00pm

Human Services-55 Church Street
55 Church Street
West Concord, MA 01742
978-287-1020
Mon, Wed, Fri 9am-5pm
Tues & Thur 10am-6pm

PARTICIPANT INFORMATION

Name		Parent/Guardian	
Address		Town	Zip
Home phone		Cell phone	
Work phone		Email	
Emergency contact		Emergency phone	
Date of birth	M/F	Grade	

(As of application date, if after end of school year use grade entering)

PROGRAMS

Program Name	Activity #	Fee
Program Name	Activity #	Fee
Program Name	Activity #	Fee
Program Name	Activity #	Fee
Program Name	Activity #	Fee
Program Name	Activity #	Fee

PARTICIPATION ACCOMMODATIONS/ALLERGIES/HEALTH CONCERNS

In order to enhance participation, please identify any disability, special accommodation, health concern or allergy that should be noted. A staff member will contact you to talk in further detail.

WAIVER OF LIABILITY

I hereby give my permission for the above registrant to participate in this program. I understand that the Town carries no insurance for participants. I agree to hold harmless to the Town of Concord and/or its employees and volunteers from claims of liabilities related to any accidents that may occur. I give my permission for medical treatment to be given if the need arises. I give my permission for my photo to be used for media purposes. I have read and understand the class registration policy, cancellation and financial aid policy.

SIGNATURE	DATE
PARENT/GUARDIAN IF UNDER 18	

PAYMENT

Card #

Exp. Date / V-Code Master Card Visa Check

Name on card _____

Signature _____ Date _____

REGISTRATION POLICY

Registration forms are processed on a first come first served basis and may be received by mail or in person. You may submit registration forms for you and your family and one additional household. Full payment must accompany the registration form in order to be processed. Beede Swim and Fitness Memberships must be current at time of registration to receive member rate. Registration forms will not be accepted before the registration date and will not be held if received early. In cases where classes are filled or canceled when we receive your registration, we will notify you to try and arrange an alternate class.

CANCELLATION POLICY

There will be a \$25.00 (\$50 for AfterSchool, BeforeSchool, Terrific Tuesday and Concord Carousel Preschool) fee if you must cancel or switch a class once your registration has been processed. This applies to all Concord Recreation programs including membership at the Beede Swim and Fitness Center. Concord Recreation reserves the right to make schedule changes to better serve our members or to cancel/combine instructional classes and programs due to insufficient enrollment. Please make sure your calendar will allow you to enjoy all of the lessons/classes/programs before enrolling. Please see Childcare Services for additional information on schedule change fees.

A credit will be issued under the program participants name if the Facility must cancel a class due to the following:

1. Thunder/lightning
2. Mechanical issues
3. Fire Evacuation.

*please note that AfterSchool, BeforeSchool, Terrific Tuesday and Concord Carousel Preschool are excluded.

No credits or makeups will be issued for circumstances which are beyond control of Concord Recreation including:

1. Missed classes due to illness or vacation or if you should choose not to attend
2. Snow/Blizzard, Tornado, Hurricane
3. Power outages
4. No water supply

FINANCIAL AID POLICY

The Town of Concord, MA is committed to making its Recreation Department programs, activities, and special events available to as many citizens as possible. This financial assistance program has been established to meet the needs of individuals and families assessed to have limited financial resources. To assure that all residents and public school students are able to access our programs, we are proud to provide financial assistance to those that qualify.

Application Instructions

Applications and all required paperwork must be submitted, in full, a minimum of 30 days prior to the start date of a program. Required forms include:

- Concord Recreation Financial Assistance Form
- Proof of Residency/Public School Enrollment (Concord Residents and Public School Students)
- Most recent year tax return
- Proof of any income not listed on tax return
- Any other documentation/circumstances you feel are important to consider

Applications and all required paperwork, in full, should be delivered to:

Recreation Director 90 Stow Street Concord, MA 01742 or emailed to rkane@concordma.gov or sellerkamp@concordma.gov.

Concord Recreation reserves the right to exercise managerial discretion regarding financial assistance, and to limit the amount of funding allocated to any given household or individual within one calendar year. Please note that an in person interview may be required by the Recreation Department before any request can be processed.