

Bolton Recreation Department Policies

Registrations— Spaces within a program may be limited and are filled on a first come first serve basis. Registration deadlines for each program may vary, however ALL registrations are due at least one week prior to program start date. If space and equipment in the program allow, late registrations may be accepted with an additional \$20.00 late fee. Once a participant is registered for a program there are no refunds or switching of names for other participants to replace their spot. Most registrations can be taken through Bolton Rec Desk account at <https://boltonrec.recdesk.com>, if they are taken through an outside vendor the vendors website/link will be posted to the program description.

Payments and Fees: All checks should be made to Town of Bolton. For all checks returned as unpaid due to insufficient funds or any other form of cancellations will be charged an additional \$25.00. When paying with a card through our online program a non-refundable 3% convenience fee is charged based on the total amount due. If paying in office with credit card a valid ID will be required to process payment. In office cash may also be accepted for payment, however we do not always have the appropriate amount of change on hand. When registering for a single day event or program without a payment plan; full payment is due when registering. When registering for a long term program or event with a payment plan; 25% must be paid upfront when registering with full payment due one week prior to the program start. If this payment is not received by the deadline on your invoice you will receive the additional \$20.00 late fee. Many programs offer second child discounts; in order to receive this discount you will need to contact the Recreation Department prior to registration to receive.

Resident/Non-resident policy: Many programs accept both resident and non-resident registrations however not ALL programs do. If non-resident registrations will be accepted it will be listed on the program description, if it is not listed that program is a resident only program. *Resident-* (a) any child in the Bolton Public School system; (b) persons employed by a Bolton-based agency and their families; (c) persons who pay taxes in the community. Proof of residency may be required at the time of registration for department programs. Non-residents of Bolton are welcome to join all of our summer programs, preschool aged programs and other miscellaneous youth programs. After school programs and basketball league registration is for residents only.

Refunds: There are no refunds once you have registered for a program. The Recreation Department reserves a right to cancel or consolidate programs if registration is insufficient. Any program that is cancelled by the recreation department will result in a full refund of the program charges. You will receive this refund via check from the Town of Bolton within 2-4 weeks of cancellation. All requests for refunds must be made in writing and all refunds that are issued will be assessed a \$10.00 handling fee (This goes for doctors notes or medical family emergencies only).

Program Cancellations: The Recreation Department reserves the right to cancel any program that does not meet minimum enrollment requirements. If this is the case a cancellation will be decided a week prior to the start date of the program. PROGRAM TIMES AND LOCATIONS MAY BE SUBJECT TO CHANGE due to unforeseen circumstances for any of our programs. When schools are closed or dismissed early due to inclement weather, all recreation department programs will also be cancelled. Every effort will be made to notify registrants. Cancellation of programs will be posted on the Recreation Department Website <http://boltonrec.recdesk.com>. Bolton Recreation Department and our instructors will make every effort to make-up classes when cancelled due to inclement weather and/or instructor scheduling. In cases when classes cannot be made up, if the registration was taken through Bolton Recreation Department and not an outside vendor, a household credit will be applied for future use.

Insurance: All participants and parents should be reminded that many recreational activities often pose a risk of injury. Each registrant is made aware when registering that they assume primary responsibility for any injury or damage that may be incurred while participating. The Town does not provide insurance for personal property damage which may occur while participating in any Department sponsored activity. If you register for a program with paper flyers you are physically signing this waiver/warning. If you are registering through your online Recdesk account with us an identical waiver/warning is listed in the notes of the program and when registering you are electronically signing this waiver, these notes are also printed onto your electronic receipt. All outside vendors including but not limited to those joining summer camps, after school programs, summer concerts will need to provide an up to date Liability of Insurance Certificate to the Recreation Department prior to their scheduled event.