



ellesley Recreation



Registration Information

Resident Registration

December 7

Non-Resident Registration

December 14

Check back cover for specific dates & times

2011 Winter Brochure

90 Washington Street • Wellesley, MA • 781-235-2370
www.wellesleyma.gov/recreation

Never A Dull Moment...

The Wellesley Recreation Department offers programs year round and publishes seasonal brochures for fall, winter, spring and summer programs. Registration is held four times a year.

All Recreation Department programs are self-supporting. Fees charged for programs cover the cost of materials, pay instructor salaries and help defray other costs. Non-residents may register for classes and are charged a \$10 non-resident fee.

The Wellesley Recreation Commission consists of five elected members, who meet regularly to review policy and procedures. The Commission welcomes community input.

A Director, Assistant Director, Program Administrator, two secretaries and two custodians staff the Warren Building, home of the Recreation Department. Program instructors and part time employees are hired on a seasonal basis. We are always interested in speaking to potential instructors.

All recreation facilities are maintained by the Park & Tree Division of the Wellesley Department of Public Works.

RECREATION DEPARTMENT STAFF

Jan Kasetta, *Director*

Matt Chin, *Assistant Director*

Tim Kennedy, *Program Administrator*

Kris Bemis, *Secretary*

Mary Mahoney, *Secretary*

Ron Colleton, *Custodian*

Glen LePage, *Custodian*



HAVE A QUESTION? CALL: (781) 235-2370

Jan Kasetta for: Field use, SUMMERTIME concerts and any comments or concerns. jkasetta@wellesleyma.gov

Matt Chin for: All adult programs and Morses Pond including summer jobs at the beach. mchin@wellesleyma.gov

Tim Kennedy for: All youth programs including summer camp counselor positions. tkennedy@wellesleyma.gov

RECREATION COMMISSION

Andy Wrobel, *Chairperson*

Mark Antonelli, *Vice Chairperson*

James Conlin

Tom Harrington

Pam McCormick

Important Phone Numbers

TOWN DEPARTMENTS

DPW	781-235-7600
Health Department	781-235-0135
High School	781-446-6290
Middle School	781-446-6235
Natural Resources Commission	781-431-1019 ext 2290
Parks Department	781-235-7600 ext 2335
Recreation Department	781-235-2370
School Administration	781-446-6200

SPORT LEAGUES

Little League	781-235-5411 www.wellesleylittleleague.org
Men's SloPitch Softball	jrussell@ddjcap.com
Wellesley Jr. Raiders Football	www.wellesleyyouthfootball.com
Swim Association	www.wellesleyswim.org
United Soccer Club	781-239-0955 www.wellesleysoccer.org
Wellesley Tennis Association	781-237-0084
Wellesley Youth Basketball	www.wellesleybasketball.org
Wellesley Youth Hockey	www.wellesleyyouthhockey.org
Wellesley Youth Lacrosse	781-431-7869 www.wellesleylacrosse.org
Adult Co-Ed Softball	jalden@hertz.com

Wellesley Recreation Scholarship Program

*Recreation scholarships are for
Wellesley Residents ONLY.*

The sole intent of the Scholarship fund is providing recreational opportunities for Wellesley families who are in need.

Recreation Department Camps:

Camp Scholarship requests must be made through the Wellesley Friendly Aid Association, 219 Washington Street, (781) 235-3960. Friendly Aid procedures must be followed in order to be considered for Friendly Aid & Recreation scholarship money. You are urged to contact Friendly Aid in early December if you are interested in Camp Joey, Camp Quest or Odyssey. You must register for camp at the Recreation office. Please do this at the beginning of the registration period, as we will not hold spots. Registration dates will be in the Winter Recreation brochure. Also, you are required to pay the camp deposit fee (not covered by Friendly Aid or other scholarship funds). The Recreation Department is willing to work out payment plans for the deposit.

Other Recreation Programs:

Scholarship requests for non-camp programs must be made through the Recreation Department. Program scholarships are given based on the following:

Monies available: The greatest need for scholarship money is during the summer months. There is no guarantee that there will still be funds left for programs that run during the other seasons.

Demonstrated need: Those residents requesting scholarship funds must fill out the form on our website. Applicants may be asked for additional proof of need such as tax forms or letters of reference. Examples of demonstrated need: single parent families with limited income or sudden death or abandonment of the primary provider.

Limited Programs: Applicants may apply for assistance for 1 program per season per child (not including camp).

Good Faith Payment: Applicants must pay 20% toward the cost of the program. This amount will not be covered by scholarship funds.

**Download Application Forms
@ www.wellesleyma.gov/recreation**

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ONLINE REGISTRATION

www.wellesleyma.gov/recreation

The Wellesley Recreation Department now provides online program registration. Online registration spaces will be limited, which will allow those who do not have access to the system to register using other methods. We HIGHLY recommend that you sign in to the online system a few days before registration to make sure that your account is working properly. **You will need a username and password in order to utilize the online program registration system. Call the Recreation Office during regular office hours (M - F, 8:30 am - 4:30 pm) to receive your username and password.**

TRADITIONAL REGISTRATION*: Walk-in, Fax-in, Phone-in and Mail-in

*Faxes and mail received prior to 8:30 am on the advertised registration days will be processed at 3:45 pm on that day.

REGISTRATION DAYS & START TIMES		
ONLINE - Resident	December 7	7:00 am
Non - Resident	December 14	7:00 am
TRADITIONAL - Resident	December 7	8:30 am*
Non - Resident	December 14	8:30 am*



Traditional Registration

BY FAX*
(781) 237 - 3558
Use your VISA or MasterCard



BY MAIL*
To Recreation Dept.
90 Washington St.
Wellesley, MA
02481



WALK IN
Recreation Office
90 Washington St
Monday - Friday
8:30 am - 4:30 pm



BY PHONE
(781) 235 - 2370
8:30 am - 4:30 pm
Use your VISA or MasterCard

*Faxes and mail received prior to 8:30 am on the advertised registration days will be processed at 3:45 pm on that day.

All registrations must now be entered directly into our system.
Should you choose to walk in or phone in, your patience would be appreciated.

	<u>Date</u>	<u>Starting Time</u>	<u>Ending Time</u>
Residents:	December 7	8:30 am	4 pm
Non - Residents:	December 14	8:30 am	4 pm

REGISTRATION POLICY

- Resident Registration begins on the designated "Resident Registration Date."
- Non residents may register for programs on the "Non-Residents Registration Date"
- Any registrations received before 8:30 am on the advertised date of registration will be processed at the end of the business day, 3:45 pm.
- Non-resident fee is \$10 per class.

REFUND POLICY

FULL REFUND FOR A CANCELLED CLASS.

IF A PROGRAM MEETS MORE THAN 4 TIMES

Refund minus a \$20 administrative fee if you notify the Recreation Department prior to the second class. No refunds/credits anytime after the second class.

IF A PROGRAM MEETS 4 OR FEWER or MEETS FOR FIVE CONSECUTIVE DAYS (i.e. CAMPS, VACATION PROGRAMS & SKIING)

Refund minus \$20 administrative fee if you notify the Recreation Department five business days before the start of the class. No refunds/credits anytime after five business days before the start of the class.

COOKING CLASSES

No refunds for cooking classes if you withdraw 3 business days or less before the first class. Withdrawal from a cooking class 4 business days or more before the 1st class, there will be a \$20 administrative fee.

GENERAL INFORMATION

Register for members of your immediate family only.

PAYMENT

Non Residents add \$10 per course.

By check payable to Town of Wellesley, Cash, VISA or MasterCard

NOTE: There will be a \$25 additional fee for checks returned by the bank.

COURSE CANCELLATION

Classes that do not attain the minimum enrollment will be cancelled 48 hours prior to the scheduled start date. Full tuition will be refunded. We reserve the right to reschedule or change classes. You will be called if your class is cancelled, otherwise, plan on attending.

AGE POLICY

Children must be the proper age on the FIRST DAY of class.

COURSE CONFIRMATION

If you provide your email address you will receive an email confirmation/receipt. If a class has reached its maximum enrollment, you can place your name on the waiting list by using the online registration system. If a class does not meet the minimum participant requirements, it will be cancelled and you will be notified. Otherwise, please plan on attending the course.

MAKE UP CLASSES

All attempts will be made to reschedule classes that have been cancelled due to inclement weather or instructor absence. We are not responsible for making up classes that are missed due to the participants' inability to attend.

SWITCHING/CHANGING CLASSES

Switching sessions/dates constitutes a withdrawal from a class and the cancellation fee applies.

INCLEMENT WEATHER

All classes (day and evening) will be cancelled when Wellesley Public Schools are closed. In the event that we need to cancel evening or weekend events it will be listed on our website and a message will be left on our voice mail (781-235-2370). We will also attempt to call and/or email participants who have registered for these classes.

FILLED CLASSES

You are urged to register as soon as possible. Classes are filled on a first come first served basis. We do not "hold" spots. If your class is filled, you will be placed on a waiting list. We will try to offer additional classes whenever possible.

PARTICIPANT PHOTOGRAPH POLICY

Periodically, the Recreation Department photographs/video tapes program participants for promotional use. Unless the participant/guardian informs us of their desire not to be photographed, the Recreation Department will use photographs/videotapes for their promotional purposes.

TOILET TRAINED

Children must be toilet trained in order to attend any class unaccompanied by an adult.

WE DO NOT PRORATE COURSES – FULL PAYMENT IS DUE WITH REGISTRATION