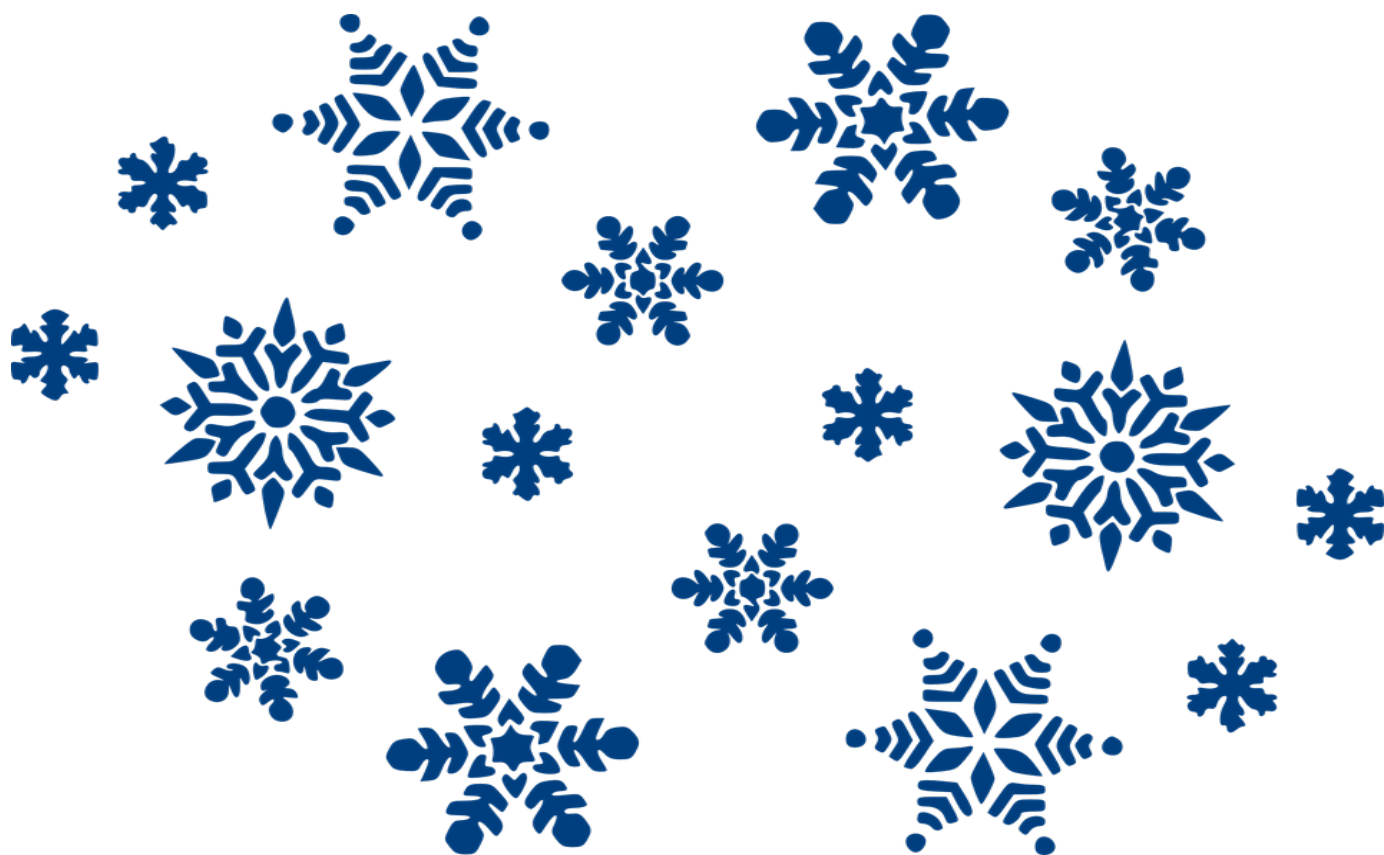




Suffield Parks & Recreation Department

WINTER PROGRAMS

2019



Address: Town Hall Annex, 97 Mountain Road, Suffield CT 06078

Phone: 860-668-3862 **Fax:** 860-668-3324 **Town Website:** suffieldct.gov

Office Hours: Monday -Thursday, 8:00 a.m. – 4:30 p.m. Friday, 8:00 a.m. – 1:00 p.m.

Register on-line at suffieldrec.com



Youth Programs

Parents are responsible for notifying school, with a note, that child will participate in Parks & Recreation programs. The Parks & Recreation program instructor will transition and supervise the children from the 3:15 p.m. school dismissal time to the program start time of the 3:30 p.m. NO TRANSPORTATION IS PROVIDED. After school programs are inclusive for all children. Children must be of the correct age or corresponding grade level to participate in programs. Special considerations may be made for children on a case by case situation. Space is limited on a first come/first paid basis.

Cheerleading Fun

Your child will have a wonderful time in this introduction to the fundamentals of cheerleading and tumbling for students in grades 1-5. Basic to Intermediate skills will be taught based on proper progressions for tumbling, stunting, motions, jumps, cheers and dances, in a safe and age appropriate manner. Children that are attending from Spaulding School must check in at the McAlister School Office and then proceed to the cafeteria after checking in at McAlister School.

Instructor: World Cup Polaris All Stars Staff

Dates: January 2, 9, 16, 23, 30 February 6

Day: Wednesdays

Time: 3:30 p.m.- 4:30 p.m.

Grades: 1-5

Location: McAlister School Cafeteria (parents please drive around the back of the school and pick up in the back entrance where the cafeteria is for pick up).

Fee: \$55.00

Registration closes on **Wednesday, December 26** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Pizza and Playtime Party - NEW

Children will have a great afternoon while playing a variety of team building games, relay races, parachute play and then enjoy a fun Pizza and snack party! We will play active games in the gym and then also play some table games in the cafeteria before our pizza party that will be an enjoyable afternoon for all! Please have children wear sneakers to this class. Children who are attending from Spaulding School must check in at the McAlister School Office and then proceed to the Cafeteria. Parents may pick children up from back of the McAlister School Cafeteria entrance, near the playscape.

Instructor: Donna Carney-Bastrzycki

Date: January 3

Day: Thursday

Time: 3:30 p.m.- 5:00 p.m.

Grades: 1-5

Location: McAlister School Cafeteria

Fee: \$12.00 **Non-Res:** \$17.00

Registration closes on **Thursday, December 27** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Children's Fitness Squad

This program for boys and girls in grades 3-8 and is for all fitness levels. Children will engage in individual and team- core training, strength and agility training, plyometrics and other training exercises. The class focus is to motivate with positivity and fun activities in a safe nonjudgmental environment, making fitness a lifestyle.

Instructor: Joseph Hicks, Certified Personal Trainer, ISTA. teamjtraining.com

Dates: January 7, 14, 28 February 4, 11 (no program on January 21).

Day: Mondays

Time: 3:30 p.m. - 4:30 p.m.

Grades: 3-8

Location: McAlister School Gym

Fee: \$45.00 **Non-Res:** \$50.00

Registration closes on **Wednesday, January 2** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

So Cool Snowman with Cocoa and Cookies - NEW

Children will have a fun afternoon expressing their creativity while making a variety of creative snowman and winter themed decorations, crafts, projects and treats. Participants will also enjoy decorating cookies and drink Hot Cocoa. This class is great for both girls and boys. Some of the crafts include: snowmen and penguin crafts, winter cards and sun catchers. Please have your child bring or wear an old T-shirt/clothes to class. A snack will be provided. If your child has a food allergy, dietary accommodations will be made so they will enjoy class too, please be sure to indicate this when registering. Children that are attending from Spaulding School must check in at the McAlister School Office and then proceed to the Cafeteria. Parents may pick children up from back of the McAlister School Cafeteria entrance, near the playscape.

Instructor: Donna Carney-Bastrzycki

Date: January 14

Day: Monday

Time: 3:30 p.m. - 5:00 p.m.

Grades: 1-5

Location: McAlister School Art Room/Cafeteria

Fee: \$12.00 **Non-Res:** \$17.00

Registration closes on **Wednesday, January 9** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Winter Speed Training Clinic

This clinic offers a great cross training workout for athletes. Participants will learn to perform a proper warm-up before exercise, focus on the best practices of acceleration and change of direction, cool down of static stretches and core exercises. This clinic will help both boys and girls that participate in any sport, looking to enhance coordination, running technique, body weight strength, first step quickness, flexibility, injury prevention, weight loss, and most importantly a better sense of self confidence.

Instructor: Parisi Speed School Trained Coach

Dates: January 15, 22, 29, February 5

Day: Tuesdays

Time: 3:30 p.m. - 4:30 p.m.

Grades: 3-8

Location: McAlister School Gym

Fee: \$45.00 **Non-Res:** \$50.00

Registration closes on **Wednesday, January 9** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Intro to STEM with LEGO ®

Give your imagination a boost with tens of thousands of LEGO® parts! Build engineer-designed projects such as: Cities, Garbage Trucks, Catamarans, and Dinosaurs. Design and build as never before, and explore your craziest ideas in a supportive environment. *Children may bring a snack to eat during this program.

Instructor: Play-Well TEKnologies Staff

Dates: January 15, 22, 29, February 5

Day: Tuesdays

Time: 3:30 p.m. - 5:00 p.m.

Grades: K-3

Location: Spaulding School Cafeteria A

Fee: \$82.00 **Non-Res:** \$92.00

Registration closes on **Tuesday, January 8** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Fun With Food – NEW

Join ShopRite Dietitian Michelle Mattia for a FREE workshop that encourages children to roll up their sleeves and explore new foods in the kitchen. The session includes fun, no-cook recipes that the whole family will enjoy. Participants will engage in a healthy, hands-on nutrition discussion followed by the food preparation portion of the event. Please note any food allergies or intolerance when registering. Children that are attending from Spaulding School must check in at the McAlister School office and then proceed to the Cafeteria. Parents may pick children up from back of the McAlister school-cafeteria entrance, near the playscape.

Instructor: Michelle Mattia-RDN from ShopRite in Enfield. This program is made possible by the generosity of ShopRite and a partnership with the Parks and Recreation Department.

Date: January 24

Day: Thursday

Time: 3:30 - 5:00 p.m.

Grades: 1–5

Location: McAlister School Cafeteria

Fee: FREE - This program is FREE but limited to the first 14 children who register.

Registration closes on **Tuesday, January 15** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

More Pirates and Fairies Art-ventures for Kids

Sail the high seas on a fantastical art adventure through a world of pirates and princesses, fairies, sea monsters and talking parrots! Children will really get into character, donning handcrafted pirate hats or fairy tiaras and, fantasy stenciled t-shirts. Set out on a search for buried treasure, then design gem-studded treasure chests to hide the riches! Create Princes and the Pea Collages and shell mosaic picture frames. Even froggy note holders, perhaps they'll turn into princes! Pirates and fairies explore painting, beading, fabric, clay art and more. Humorous stories are included each week, as well as surprises and laughter.

Don't miss these fun and fantasy-filled workshops!

Instructor: ART-ventures for Kids Staff

Dates: January 28, February 4, 11, 25, March 4, 11 (no program on February 18).

Day: Mondays

Time: 3:30 p.m. - 4:40 p.m.

Grades: K–2

Location: Spaulding School Cafeteria A

Fee: \$84.00 **Non-Res:** \$94.00

Registration deadline is **Monday, January 21** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Very Cool Valentine's Crafting Party

Children will create Valentine's Day and winter crafts projects. We will make a variety of fun valentine's cards, winter crafts and decorate cookies. At least three quality gifts will be made. Please have your child bring or wear an old T-shirt/clothes to class. A snack will be provided. If your child has a food allergy, dietary accommodations will be made so they will enjoy class too, please be sure to indicate this when registering. Children that are attending from Spaulding School must check in at the McAlister School Office and then proceed to the Cafeteria. Parents may pick children up from back of the McAlister School Cafeteria entrance, near the playscape.

Instructor: Donna Carney-Bastrzycki
Date: February 11
Day: Monday
Time: 3:30 p.m. - 5:00 p.m.
Grades: 1-5
Location: McAlister School Art Room/Cafeteria
Fee: \$12.00 **Non-Res:** \$17.00

Registration deadline is **Wednesday, January 30** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Babysitter Safety 101

This is an entry level course intended to teach age appropriate skills necessary to care for children of all ages using team babysitting, mother's helper and individual babysitting concepts. The course focuses on safety with emphasis on prevention. Basic first aid and obstructed airway management for a conscious choking adult/child and infant will be covered. Other topics include hand washing, diapering, bottle feeding, personal safety, interview skills and many more topics. Course is 4 hours. Booklet, handouts and Babysitter Safety Certificate of completion included. Participants should bring a pen and pad for note taking and a snack and drink.

Instructor: LifeSafe Services Staff
Date: February 19
Day: Tuesday
Time: 9:00 a.m. - 1:00 p.m.
Ages: 10-17
Location: Suffield Volunteer Ambulance Association, 205 Bridge Street
Fee: \$85.00 **Non-Res:** \$95.00

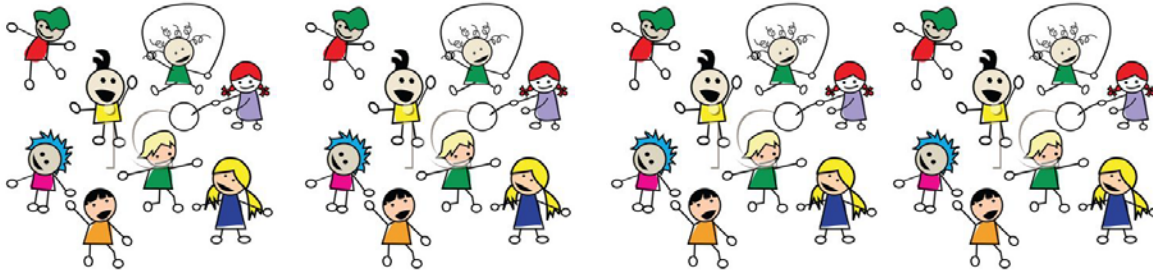
Registration closes on **Tuesday, February 12** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Mine, Craft, Build Adventure Game with LEGO®

Bring Minecraft to life using LEGO® materials! Resourcefulness, creativity, and cooperation come together in this unique building adventure game; roll the dice to mine for resources, and use these resources to build special items to help in our adventures. Build a Zoo, create a Medieval Castle, and design a Tree House Village. This experience is an original game designed by Play-Well instructors inspired by the popular game, Minecraft. Students will have a blast, even without any prior experience with Minecraft or LEGO® materials. *Children may bring a snack to eat during this program.

Instructor: Play-Well TEKnologies Staff
Dates: February 26, March 5, 12, 26 (no program on March 19).
Day: Tuesdays
Time: 3:30 p.m. - 5:00 p.m.
Grades: K-3
Location: Spaulding School Cafeteria A
Fee: \$82.00 **Non-Res:** \$92.00

Registration deadline is **Tuesday, February 19** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.



Pre-School

Fun Family Fitness (Pre-schooler with a caregiver) Ages 3-5

Want to have fun with your preschooler, meet new friends and get fit? The Family Fitness class is for you. Pre-schoolers and their caregiver will participate in a variety of fun and interactive activities that help keep your family fit while helping to develop gross motor skills, balance and flexibility with music and movement.

Instructor: Joseph Hicks, Certified Personal Trainer, ISTA. teamjtraining.com

Dates: January 7, 14, 28, Feb. 4, 11 (no class on January 21).

Day: Mondays

Time: 1:00 p.m. - 1:45 p.m.

Location: Suffield Town Hall Lower Level Meeting Room

Ages: 3-5 and caregiver **Fee:** \$40.00 per child and one adult

Registration closes on **Wednesday, January 2** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Adult Programs



Lunchtime Yoga

Enjoy all the benefits of Yoga as we practice and enjoy a healthy de-stressing lunch time. Vinyasa flow style of yoga is empowering, edgy, creative and athletic for any level. We will use specific sequences to create a practice that is challenging and healing for everyone. This class will help you clear your mind of everyday thoughts. Practicing yoga creates a satisfying and rewarding feeling of achievement. Please wear comfortable clothes that allow for movement and bring a water bottle and a Yoga Mat.

Instructor: Amy Manning

Dates: January 2, 9, 16, 23, 30, February 6

Day: Wednesdays

Time: 12:10 p.m. - 12:50 p.m.

Location: Town Hall-Lower Level Meeting Room

Ages: 18 and up

Fee: \$45.00

Registration closes on **Wednesday, December 26** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Gliding Full Body - NEW

This 45 minute super-efficient low impact class lets you use your entire body for a strengthening and conditioning workout while using mini gliders that glide over carpet at your feet. Hand weights are also used for upper body. This class offers a great workout to kick start a full body workout and keep you motivated all class long. All fitness levels are welcome.

Instructor: Lisa Jordan/Owner of Superior Fitness.
Dates: January 3, 10, 17, 24, 31, February 7
Day: Thursdays
Time: 6:30 - 7:15 p.m.
Ages: 18 and up
Location: Superior Fitness 880 Burbank Ave, Suffield
Fee: \$55.00

Registration closes on **Wednesday, December 26** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

How to Get Healthy in the New Year Workshop - NEW - FREE

Are you looking to start the New Year right and find the perfect balance between your workouts and eating habits? Have you been exercising and but not getting the results you had hoped for or want to take your fitness to the next level? Join us for this free informative workshop and demo and find out how to balance a good exercise program with healthy, nutrient dense food choices. Once you balance exercising with eating the very best foods you can, you will begin to see the results you are after. This is not about products, potions, pills or pyramid schemes. It is about making a commitment to not only fitness but choosing the best foods at the right times and in the right amounts. Learn some basic exercise techniques and learn what you can do to stay healthy, active and fit and take charge of 2019. Participants will also learn more about the new lunchtime New Year, New Fit You Challenge class that begins on Monday, January 7.

Instructor: Joseph Hicks, Certified Personal Trainer, ISTA. teamjtraining.com
Date: January 3
Day: Thursday
Time: 12:05 p.m.–12:50 p.m.
Ages: All ages
Location: Suffield Town Hall (Lower Level Meeting Room)
Fee: FREE (must pre-register)

Registration closes on **Thursday, December 27** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

New Year-New Fit You

Looking for a fun class that offers great motivation to help you get fit in the New Year? This lunch time strengthening class will focus on toning and building lean muscle. No experience necessary as Instructor will accommodate and modify to suit all of your individual needs and fitness levels. Come learn about your muscles, mechanics and improve even further on your strength and cardio. Take a break from the sedentary workday and join us. This class offers a great way to get in shape in the New Year with great motivation while having fun. We will also discuss healthy nutrition and lifestyle as a core component of this class.

Instructor: Joseph Hicks, Certified Personal Trainer, ISTA. teamjtraining.com
Dates: January 7, 14, 28, Feb. 4, 11 (no program on January 21).
Day: Mondays
Time: 12:05 p.m. - 12:50 p.m.
Ages: Adults
Location: Suffield Town Hall Conference Room
Fee: \$40.00

Registration closes on **Wednesday, January 2** and/or earlier if enrollment reaches maximum capacity. Limited enrollment.

Boxilates - NEW

Get your body back in amazing shape in this super fun and super effective class. This exercise program consists of a combination of both kickboxing and Mat Pilates, which will help give you a strong core well as a complete cardiovascular workout. The stronger your core the stronger your kicks and punches. In reality, you will not only strengthen your core you will get your cardio in as well as learn self-defense moves. This is the perfect combo to add to your workout routine.

Instructor: Lisa Jordan/Owner of Superior Fitness.

Dates: January 7, 14, 21, 28, February 4, 11

Day: Mondays

Time: 6:30 - 7:15pm

Ages: 18 and up

Location: Superior Fitness, 880 Burbank Ave. Suffield

Fee: \$55.00

Registration closes on **Wednesday, January 2** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.

Lunchtime Walkers/Runners and Snowshoers - FREE

Get in shape this winter and keep your Fitness Resolutions this year. Let's enjoy the brisk winter weather, get motivated and go on a lunch time walk/jog or snowshoe session depending on the weather. All levels and abilities welcome. We will go over warming up, fitness walking and have a fun time getting you re-energized for the rest of the day. The program will run rain, snow or shine so please bring proper winter gear. Even if you can only walk for a half hour, you are encouraged to join the group.

Instructor: Donna Carney-Bastrzycki

Dates: January 8, 15, 22, 29, February 5

Day: Tuesdays

Time: 12:00 p.m. - 1:00 p.m.

Location: Meet at the Middle School Track (*if there is too much snow/ice on the track we will walk behind the McAlister and Middle School*).

Ages: All ages

Fee: FREE (must pre-register)

Registration closes on **Wednesday, January 2** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.

Adult Recreational Volleyball

Recreational Volleyball for adults 18 yrs. and older.

Instructor: Gym Supervisor

Dates: January 8, 15, 22, 29, February 5, 12 at Suffield Middle School Gym, February 26, March 5, 12 at McAlister School Gym (no program on February 19)

Day: Tuesdays

Time: 7:30 p.m. - 9:30 p.m.

Ages: 18 and up

Location: Suffield Middle School Gym.

Fee: \$30.00 **Non Res:** \$35.00

Registration closes on **Tuesday, January 1** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.

Men's Recreational Basketball

Recreational basketball for men 25 yrs. and older. Participants should bring their own basketball and have proper footwear/clothing.

Instructor: Jeff Viggiano

Dates: February 4, 25, March 4, 11, 18, 25, April 1. No program on Monday, February 11, make-up date will be Tuesday, February 12 (no program on Monday, February 18).

Day: Mondays

Time: 7:00 - 9:00 p.m.

Ages: 25 and up

Location: Suffield High School Gym.

Fee: \$30.00 (waiver must be signed at gym each night) **Non Res:** \$35.00

Registration closes on **Monday, January 21** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.

Adult CrossFit - Sessions 1 & 2 - Beginner

CrossFit is a fitness program that is, by design, broad, general and inclusive. So there is no "gym intimidation" factor when trying this program. You will exercise at your own level under the supervision of Land Warrior CrossFit's experienced and professional staff. They will instruct you on how to do the exercises, so there is no apprehension about doing it the right way. If you are interested in Session 2 or if Session 1 dates do not work for you, you must register for Session 2 separately.

Instructor: Land Warrior CrossFit Staff

Dates: February 5, 7, 12, 14, 19, 21, 26, 28, March 5, 7, 12, 14, **for Session 1.**

Dates: March 19, 21, 26, 28, April 2, 4, 9, 11, 16, 18, 23, 25, **for Session 2.**

Days: Tuesdays & Thursdays

Time: 7:30 p.m. – 8:30 p.m.

Ages: 18 and up

Location: Land Warrior CrossFit, 110 Fflyer Place, Suffield

Fee: \$85.00

Registration closes on **Monday, January 28** and/or earlier if enrollment reaches maximum capacity for Sess.1.

Registration closes on **Monday, March 11** and/or earlier if enrollment reaches maximum capacity for Sess. 2.

Cupcake Decorating Made Easy

Decorate like a pro, get ready to impress all of your guests with your special goodies!

This is an introduction to cupcake decorating taught by Sandy Nelson, former award winning Hall of Fame Certified Wilton Method Decorating Instructor. Sandy has taught cake decorating classes for over 30 years. Sandy's goal is to make your experience with decorating as easy and enjoyable as possible. You will learn how to tint icing, fill a decorating bag, fill a cupcake and pipe a variety of decorations, including the popular 1M Swirl and Drop Flowers. Best of all you will take home your decorated cupcake creations to share with family and friends.

Instructor: Sandy Nelson

Date: February 5

Day: Tuesday

Time: 6:00-9:00 p.m.

Ages: 14 and over

Location: Suffield Parks and Recreation Office/Activity Room 97 Mountain Road

Fee: \$18.00 (additional supplies are necessary to be purchased for this class, please see the info on www.suffieldrec.com when registering)

Registration closes on **Wednesday, January 23** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.



FAMILY & COMMUNITY



Suffield Parks and Recreation offers inclusive Special Needs Programs and Group Outings

These programs foster friendships, socialization, promote community involvement and independence. The group enjoys educational presentations, fitness activities, crafting classes, games and evening trips that are inclusive. We also go on many fun outings throughout the year. The program is for high school students through adult. Enrollment is on a first come first paid basis. Volunteers are always welcome. If you wish to join the group and receive notifications of upcoming events you must pre-register. Please contact Donna Carney-Bastrzycki, Special Programs Coordinator at (860)-668-3862.

Bowling Buddies and Outing Group

Enjoy a great evening of bowling and meeting new friends. Get some exercise and have some fun. This is for high school students through adults.

Volunteer special partners, coaches and helpers are always needed and welcome.

Instructor: Donna Carney-Bastrzycki

Dates: Ongoing until May 2019

Day: Tuesdays

Time: 4:30 p.m. - 6:30 p.m.

Ages: High School students through adult

Location: Spare Time Lanes, Route 75, Windsor Locks

Fee: \$11.00 for three games and shoe rental (*you must pre-register for this program*)

Registration deadline is ongoing.

Family and Friends Bowling Nights

Real fun at a real value. Get your friends and family together for some real fun this winter.

This program offers great exercise and fun. Each week participants will bowl three games. Shoe rental not included.

Dates: January 3, 10, 17, 24, 31, February 7

Day: Thursdays

Time: 6:45 p.m.- 9:00 p.m.

Location: Spare Time, Route 75, Windsor Locks

Ages: All ages

Fee: \$60.00 (shoe rental not included)

Registration closes on **Thursday, December 27** and/or earlier if enrollment reaches maximum capacity. Limited enrollment. **You must pre-register and pre-pay before the deadline.**



Bowling Buddies JR.

Enjoy a great evening of bowling and meeting new friends. Bowling Buddies JR is for any child with special needs in grades 2-12. Each buddy will bowl one string and enjoy pizza and refreshments.

Facilitators: Donna Carney-Bastrzycki, Special Programs Coordinator-Suffield Parks and Recreation Department, Sue Davis and Jill Caron-Foundation for Exceptional Children of Suffield Founders.

Dates: January 8, 15, 22, 29, February 5

Day: Tuesdays

Time: 5:30 p.m. - 7:00 p.m.

Grades: 2-12

Location: Spare Time Lanes, Route 75, Windsor Locks

Fee: \$5.00 per child per week will be collected at the program. *A maximum of 16 special needs children will partially sponsored by the Foundation for Exceptional Children of Suffield. Enrollment is on a first come first registered basis. Parent volunteers and Special Partner helpers are needed in order for this program to be successful. Please register at www.suffieldrec.com*

Registration closes on **Thursday, December 27** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.

Family Friday Night - FROZEN Movie Sing-a-Long – FREE

There's something so fun in hearing a theater full of kids, and kids at heart, singing the songs of FROZEN at the top of their lungs. It's a great reminder of how much everyone loves this film. Our Sing-Along Celebration invites audience members to relive the magic and wonder of Disney's animated hit, FROZEN. Follow the lyrics with a bouncing Frozen snowflake. **Suffield Residents only.**

Date: January 11

Day: Friday

Time: 6:00 p.m. - 8:00 p.m.

Snow Date: Saturday, January 12 - 6:00 p.m. - 8:00 p.m.

Ages: All ages

Location: Suffield Middle School Auditorium

Fee: FREE

Registration closes on **Monday, January 7** and/or earlier if enrollment reaches maximum capacity.

Limited enrollment.

***Please bring a donation of a Children's Book and/or canned good to benefit the Suffield Community Aid. If you are unable to attend and would like to donate, please drop off your donation at the Parks & Recreation Office, 97 Mountain Road. THANK YOU.**



REGISTRATION INFORMATION

Easy ways to register for a program

1. ON-LINE, register at suffieldrec.com with a credit card. Create a new account and follow the easy steps that will provide us with names, phone numbers, emergency contacts, allergy information... online registration will allow you to conveniently register for programs.
2. You may still pay by cash or check, but you must first set up a household account on-line to initiate this form of payment and procedure.
 - Create a household account, at check-out time, click on form of payment (Cash or Check).
 - Print out invoice and mail or drop off final payment to Parks & Recreation Office, 97 Mountain Road, Suffield.

Programs are for Suffield residents and for certain programs, non-residents. Non-resident registration will be accepted at an additional fee. Suffield residents will receive first priority in the registration process. Children must be of the correct age or corresponding grade level to participate in programs. Special considerations may be made for children on a case by case situation. Programs have limited enrollment. The Department reserves the right to set a maximum for each program and to cancel a program due to insufficient enrollment. No unregistered person may attend a program. No on-site registrations. Your early registration helps us make the decision to run the program.

For payments that are mailed, we recommend you call the office to verify receipt. A mail box is located in the front of the Town Hall Annex building for customers who need to conduct business before or after our scheduled office hours. There will be a fee of \$10.00 for checks returned for insufficient funds. Please plan your selections in advance. Any change or modification to your initial registration will incur a \$10.00 processing fee.

Reasons to Register Early! Many programs are very popular and people know that in order to get a spot, they need to register early. But there are also reasons to register early for programs that don't usually fill up. All of our programs are self-supporting and we must reach minimum enrollment for it to run. There is a point (usually about one week before the program is due to start) that a program must be canceled if there aren't enough people registered. Very often people look to register after the program has been canceled, and if the registrations were done earlier, in many cases, the program would have run. So, if you know you want to join a program, please register early.

General Information: Children must be of the correct age or corresponding grade level to participate in specific programs. Special considerations may be made for children on a case by case situation. Children will be placed in groups accordingly by Parks & Recreation staff, please no special requests. **Please mark your calendars with dates of programs your child is registered for – you will not receive a call to remind you of your child's enrollment.**

Check your email -Your program receipt will have this information on it. All programs are based on a limited enrollment - either deadline date and/or when program reaches capacity. Please register early to ensure that you have a spot and that the programs are not canceled for insufficient enrollment.

Cancellations: Cancellations or weather related changes will be announced on the department phone system, call: **860-668-3862, press 2** for a recorded announcement.

School activities and sports have priority over the Parks and Recreation activities. Whenever school is canceled due to inclement weather, or if there is an early release, all recreation activities held in the public schools will be cancelled.

Regarding programs other than those held in public schools, a decision to cancel a program will be made by 4:00 p.m., Monday-Thursday, OR one hour prior to the start of the program on Saturday. Cancellations will be announced on the following television station: **WFSB-TV3**, our **Facebook** page and **suffieldrec.com**

Refund Policy: All programs are based on a limited enrollment – either deadline date or when program is full – please register early to ensure that you have a spot and that the programs are not canceled. If the Parks & Recreation Office is notified 5 business days prior to the start of the program, all but 25% of the program fee will be refunded. No refunds once program starts.

We reserve the right to cancel or consolidate programs based on registrations. Full refunds are given for any cancelled programs.