

# REGISTRATION INFORMATION

Register online, in-person, phone or by mail

**Beede Swim and Fitness Center**

498 Walden Street  
Concord, MA 01742  
978-287-1000  
Monday-Friday 5:30am-9:00pm  
Saturday and Sunday 7:00am-6:00pm

**Hunt Recreation Center**

90 Stow Street  
Concord, MA 01742  
978-287-1050  
Monday-Friday 7:30am-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

## 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.

## ONLINE REGISTRATION INFORMATION

If you are a member of Beede Swim and Fitness Center or have taken any Recreation Programs in the past you already are in the database. Therefore you may access and update your account by following the instructions below. If you do not have an account you can set one up by clicking "Create Account". To prevent duplicate households please use one ID and password per household. Please list parent/guardian as head of household.

To Register for a program from **CONCORDREC.COM** click on the red REGISTER NOW button to reach the on-line registration site. We do suggest you bookmark the site for future reference.

1. To register, first log in to your account.
  - Your user name is your email address. If you know your password then please enter it. (ID and password can be changed)
  - If you do not know or forgot your password click on the "Forgot Password" button and type in your email address. Click on the "Submit" button. An email will be sent with a link to reset your password.
  - After resetting your password go to the home screen and log in.
2. Click the "Activity Registration" button or the appropriate picture at the bottom of the screen to register.
3. Programs listed are current and upcoming.
4. Programs can be narrowed down by type, subtype, location, activity #, keywords, age and days of the week.
5. To add a program to the cart click on the shopping cart on the left side of the program listing.
6. Additional buttons are located on the right side of the program listing
  - Blue "i" Icon gives more information about the class
  - Building Icon gives information on location
  - Green Icon gives information about how to share on social media
7. Information on availability for each program is as follows
  - "Available"-Program is open for registration and there is space to register
  - "Waitlist"-This program has a waitlist option and you may put someone on the list.
  - "Full"-the program is full but may also have a waitlist feature and no one has been put on the list yet
  - "Unavailable"-This program may have space available however, on-line registration is not available at this time. Please click on the blue "i" for more information or call for details.

\*Please see "i" button about registration instructions for each activity. Some programs require more info.

\*Please feel free to call the office if you have any questions. 978-287-1050

## **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 judged 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](mailto:rkane@concordma.gov) or [sellerkamp@concordma.gov](mailto: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.