



RECREATION, PARKS & FORESTRY

PARK AND RECREATION STAFF

Jennifer Davis
Director

Recreation, Parks & Forestry

Ann Gray

Recreation Program Supervisor

Maureen Sammon

Outdoor Education Coordinator

Brian Grant

Superintendent
Park and Forestry

Sally Ledbury

Principal Clerk

OFFICE ADDRESS

50 Farm Ave
Peabody, MA 01960
(978) 536.7130

EMAIL ADDRESS

peabodyrecreation@gmail.com

WEBSITE

www.peabodyrecreation.com

OFFICE HOURS

Monday-Thursday 8:00am-4:00pm

Fridays: 8:00am-12:30pm



REGISTRATION AND POLICIES

HOW TO REGISTER

- ◆ **Online:** www.peabodyrecreation.com. You will need a username and password in order to utilize the online program registration system. Online registration is live.
- ◆ **Walk in:** Peabody Recreation Department, 50 Farm Ave. Peabody. Payments can be made by check, credit card or cash. All payments are due at time of registration.
- ◆ **Mail in:** Peabody Recreation Department, 50 Farm Ave. Peabody, MA 01960. A completed program waiver must be sent with along with full payment. Please do not send cash. Checks should be made out to Peabody Recreation Department . If paying with a check, please indicate the program registering for in the memo & amounts.
- ◆ **Registration & payments are not accepted at program sites.**
- ◆ **Phone registrations are NOT accepted.**

POLICIES AND PROCEDURES

- ◆ **Age/ Grade Requirements:** Participants must meet the age/grade requirements by the first day of the program or session.
- ◆ **Low enrollment:** Programs must meet the minimum number of participants one week prior to start date or program will be cancelled. To avoid this we urge you to register EARLY!
- ◆ **Fees :** Online registration ends seven (7) days prior to the start of all programs, after which registration can only be done in person at the Recreation office at 50 Farm Ave. and, at that time, a \$15.00 late fee will be applied. Full payment is due at time of registration unless otherwise stated or unless a payment plan has been previously set up with the Recreation Department. There is a \$25.00 charge for all returned checks.
- ◆ **Waiting Lists:** If a program is full by the time we receive and process your registration we will add you to the waiting list and contact you immediately if and when an opening becomes available.
- ◆ **Program changes:** Since many of our programs are held in city facilities, occasionally locations and/or program dates may change. We will email any changes to any previously registered participants. Please check our website for updated information.
- ◆ **Refund/ Credit Policy:** When you register for one of our programs, we depend on your participation to make it successful. A full refund will be made only if programs are cancelled, the Department makes changes that prohibit your attendance, or you have an unforeseen medical problem confirmed by a doctor's note. If you are dissatisfied with a program for any reason and wish to cancel, the Recreation Dept. must be notified in writing before the beginning of the second class to be considered to receive a refund credit minus a \$10.00 processing fee. If a refund is granted, a credit will be placed in your account for future use
- ◆ **Cancellation policy:** We will do our best to reschedule a make up for a cancelled class, however we cannot guarantee it. If we are unable to offer a make up class, we will issue a credit for that class.
- ◆ **Weather cancellation:** If you are questioning if your class is cancelled due to weather call our OUTDOOR PROGRAMS CANCELLATION HOTLINE at (978) 536-0600 (Press 2, then press 1 and 1 when prompted). We will also post all cancellations on our Facebook and Twitter pages.