



Essex Park and Recreation
29 West Avenue
Essex, CT 06426

Registration & Program Policies

Program Information

The Essex Park and Recreation Department reserves the right to reschedule, relocate, or cancel any announced program due to facility availability and public response. The Park and Recreation Department may also establish minimum or maximum class sizes to ensure appropriate instructor-to-participant ratios.

Registration Information

There are three ways to register for a program, online, in-person, mail-in.

1. Most programs allow for online registration. Visit our website and Login as a Member, or Register as a New Member. You will input your information, choose all the programs you wish to register for, and will be able to pay by credit card.
2. You may mail in a registration form (available on our website) and payment to our office.
3. You may register in-person at the office during business hours.
4. Phone registrations are not accepted for any programs.
5. If the session you wish to register for is filled, you will be placed on a waiting list and notified immediately if and when an opening occurs.
6. Children must be the proper age before the program begins.
7. Only those enrolled in the program may attend. Sorry, but "visitors/family" will not be permitted in the program unless specified.
8. Registration is accepted on a first-come, first-serve basis and class sizes are limited. Programs will be canceled if registration does not meet the minimum.

Payment

Payment must be made in full at the time of registration, without exception. We accept cash and checks made payable to Essex Park and Recreation. Returned checks will be charged a bank fee.

Refunds

A full refund will be given if the program is canceled by the Park and Recreation Department. In case of illness or injury, a full refund will be given with a doctor's note. If you cancel your registration a week or more before the program begins, a full program credit will be issued. If you cancel your registration with less than a week prior to the program, a 50% program credit will be issued. No refund or credit will be issued once a program begins.

Cancellation

The best way to find out if a program or event has been canceled due to weather is to check our webpage under "Announcements & News." In the event of snow or pending snow, our Program Cancellation / Inclement Weather Policy follows that of the Essex School System. If school has been canceled or has an early dismissal, then any program for the remainder of that day and night will be canceled as well.

Inclusive Statement

The Essex Park and Recreation Department is committed to providing quality leisure services for people of all abilities. We will comply fully with the spirit and intention of the ADA in making reasonable accommodations for all individuals. We encourage and support people with disabilities to fully participate in all programs offered by the department. Please contact Parks and Recreation for more information.

Hey – What Happened To My Class?

Nothing kills a recreation program faster than residents who wait until the last minute to register. There is a point when a program must be canceled or modified. All programs require a high level of coordination often including facility scheduling, staffing, volunteer recruitment and purchasing of supplies. Be considerate in planning ahead and we will continue to do our best to offer exceptional programs. So please register early; then everyone will get a chance to participate.

New Programs and Instructors

Have a great program idea or a desire to teach, earn money, and give back to the community? We continually seek to improve and grow our offering of programs and classes but need dedicated, enthusiastic instructors like you to make it happen.

Email List

Email recreation@essexct.gov to be added to our email database and receive important information on the Department and our programs!

Oops!

The Parks and Recreation Department makes every effort to ensure the accuracy of the program information found in this brochure. Changes in programming may occur, and we will attempt to keep information updated on our website. All programs, instructors, and locations are subject to change.

No News is Good News

We do not call or mail participants with program confirmations. We will only call you if you did not get into a class, or a class has been canceled due to minimum enrollment.

Photo Policy

Any photograph taken of any participants in an Essex Park & Recreation Department program or activity may be used for publication or marketing purposes such as brochures and website content. Any participant, or parent of youth participant, who wishes to not have a photograph of them used must notify the department in writing of this.

Recreation Scholarship Fund

The Recreation Scholarship Fund is designed to offset program fees for Essex residents who could not otherwise afford the fees. This is a fantastic way to help and support your fellow community by providing the opportunity to participate in a program. For more information, contact Parks and Recreation at 860-767-4340 x110.