

IMPORTANT INFORMATION

Program Registration Policies

- ONLINE PROGRAM REGISTRATION WILL BEGIN ON MONDAY, AUGUST 31, 2009. Fax, mail and walk in registration will begin on Tuesday, September 1, 2009.
- All programs are available immediately to Westport residents. A current and active Parks and Recreation handpass is required for participation in all programs for all Westport residents, age 6 and up. There are no group placement requests accepted.
- Many programs will fill quickly and the fastest way to register will now be ONLINE at www.westportrecreation.com. To do so you will need a Login ID and Account Password to access. All family members that you want to register for programs must be approved and in your account. If you do not have a Login ID and Account Password or need to add/edit household members to your account, you must contact the Parks and Recreation Department at recreation@westportct.gov Visit our Web site FAQ's to answer any questions you may regarding online registration.
- If you choose not to register ONLINE, you may mail, fax or come in person to do so.
- Payment must be made in full at the time of registration either ONLINE, by fax, by mail or walk-in. Payment by check is only accepted in person or by mail. Payment by cash is accepted only in person. Payment by American Express, MasterCard or VISA is accepted for any transaction.

Waitlist Policy

If your program of choice is filled, you can be waitlisted and if a space becomes available, you will be contacted. Waitlists are also available online

Refunds

- All requests for refunds must be done in writing. You may email refund requests to: recreation@westportct.gov. You will receive a response to let you know that your refund is being processed.
- Refunds will be granted up to 30 days prior to the program beginning and will include a \$25 administrative fee. Refunds requested within 30 days of the program beginning may only be available if the participant's place in the activity can be filled from the wait list. This will also include a \$25 administrative fee.
- Refunds for documented medical reasons and program cancellations will be issued as requested.
- No refunds will be granted after the start of the program.

Program Transfers

Transfer requests from program to program will only be made if space is available and will include a \$25 administrative fee per transfer. If space is unavailable, refer to the refund policy for further information.

Non-Resident Policy

Non-residents may only register for programs 10 days prior to the program start date, if space is available. There are additional fees of \$20 per child, per program and \$35 per adult, per program.

Scholarships

Scholarships are available for those children who meet pre-approved criteria. Contact the Parks and Recreation Department or Human Services for further information

Program Cancellations

All programs are subject to cancellation due to inclement weather. Please call the cancellation hotline at 341-5074 for up to date information. There are NO MAKE-UPS, REFUNDS OR CREDITS for programs cancelled due to inclement weather.

**ONLINE Program Registration begins
Monday, August 31, 2009 at 9:00 a.m.**



Town of Westport
Parks & Recreation

New Program Registration Procedures

*4 easy options for your convenience!
Be set to go by following the guidelines below...*



1. ONLINE: www.westportrecreation.com

*Know immediately if you've gotten into the program of your choice. ONLINE registration begins on August 31, 2009 at 9:00 am and requires a credit card payment. We accept MasterCard, VISA and American Express. Be sure your ONLINE account is set up *prior* to August 31st. If your family has purchased parking emblems, handpasses or programs during the past year, your account has been created and a Login ID and Account Password generated.

*If you do not have this information, please email us at recreation@westportct.gov and we will send you your Login ID and Account Password electronically.

*Go to www.westportrecreation.com and click on the link to register for programs. Go to "My Account" in the upper right hand corner of the page and enter your Login ID and Account Password. Click on "Show your Daily Schedule" to see family members listed in your household.

*If you need to add/edit family members or information to your account, you must contact the Parks and Recreation Department by email at recreation@westportct.gov. You can not make changes to your account. Please allow 3 business days to process your request.

*If all information is correct, click on "register for activities" and begin.

*All requests for new accounts must go to www.westportrecreation.com, click on the link to register for programs and then request an account. Please allow 3 business days to process your request.

If you choose not to register ONLINE, all registration forms can be mailed, faxed or dropped off at the Parks and Recreation Department beginning September 1, 2009.



2. FAX:

203-341-5073

Faxes require credit card payment. Be sure to include all credit card information and an email address. Faxes for program registration will not be accepted until September 1, 2009 and will be processed as received but are not guaranteed placement in the program requested.



3. MAIL-IN:

Complete registration form and mail to Westport Parks and Recreation, 260 Compo Road South, Westport, CT 06880. Be sure to include payment by check or credit card and your email address. Mail-in registration will not be accepted until September 1, 2009 and will be processed as received but are not guaranteed placement in the program requested.



4. DROP OFF:

You may drop off your completed registration form to our offices located at 260 Compo Road South, Westport, CT.. Dropped off program registration will not be accepted until September 1, 2009 and will be processed as received but are not guaranteed placement in the program requested.

FREQUENTLY REQUESTED NUMBERS, EMAILS AND WEBSITES

<u>Organization</u>	<u>Phone Number</u>	<u>Email</u>	<u>Web site</u>
Parks and Recreation Administrative Office	341-5090	recreation@westportct.gov	westportrecreation.com
Sales Office and Program Information	341-5093/5094		
Fax	341-5073		
Cancellation Line	341-5074		
Town of Westport	341-1000		westportct.gov
Town of Westport Board of Education	341-1000		westport.k12.ct.us
Town of Westport Continuing Education	341-1209		westportcontinuinged.com
Town of Westport Health Department	227-9571		
Town of Westport Public Library	227-8411		westportlibrary.org
Babe Ruth Baseball, Bob Smoler	341-0798	rsmoler@att.net	
PAL Football	640-8085		westportpal.org
PAL Lacrosse	640-8085		westportpal.org
Westport Basketball Association	341-5087	kpuskas@westportct.gov	westportbasketball.org
Westport Soccer Association	221-9900		westportsoccer.org
Compo Beach Concession	227-5356		
Compo Beach Ned Dimes Marina	227-9136		
Compo Beach Skate Park Information	226-1251		
Fishing Licenses - Town Clerk	341-1105		
Harbor Master - John Hainline	227-9280	jmhgb32@aol.com	
Inn at Longshore	226-3316		innatlongshore.com
Longshore E.R. Strait Marina	226-3688		
Longshore Golf Course - Reservations only	341-1833		
Longshore Golf Pro Shop	222-7535		longshoregolf.com
Longshore Sailing School	226-4646		longshoresailingschool.com
Marine Police	454-6151		
PAL Rink at Longshore	226-7465		wpalrink.org
Sherwood Island State Park	226-6983		
Tennis Courts	227-0271		
Westport/Weston Family Y	226-8981		westporty.org

WESTPORT PARKS & RECREATION

260 South Compo Road · Westport, CT 06880
203-341-5090 · 203-341-5073 FAX
Monday – Friday, 9:00 a.m. – 4:30 p.m.
STAFF

DirectorStuart McCarthy
Parks SuperintendentTim Burke
Operations SupervisorDan DeVito
Facility ManagerMike Falbo
Administrative ManagerRick Giunta
Program ManagerKaren Puskas
Program SpecialistCyndi Palaia
Golf Course SuperintendentDan Rackliffe
Customer Service ManagerBarbara Vornkahl

PARKS & RECREATION COMMISSION

Richard Kestenbaum, Chairman
Janis Collins
Wendy Crowther
George Franciscovich
Andy Moss

All Parks and Recreation meetings are open to the public and are held on the second Monday of every month at 7:30 p.m. at Westport Town Hall.
Please visit our Web site:
www.westportrecreation.com

BOARD OF SELECTMEN

Gordon F. Joseloff, First Selectman
Shelly A. Kassen
Robert F. Lasprogato

BOARD OF FINANCE

Jeffrey A. Mayer, Chair
Helen Garten, Vice Chair
Charles W.K. Haberstroh
Edward J. Iannone
Avi Kaner
Allyson Stollenwerck
Kenneth I. Wirfel

Representative Town Meeting

DISTRICT 1

- Judith K. Starr
- Matthew I. Mandell
- Peter E. Chelico
- Diane D. Cady

DISTRICT 2

- Sean M. Timmins
- Linda L. Bruce
- Jay Keenan
- Michael A. Guthman

DISTRICT 3

- Hadley C. Rose
- William F. Meyer III
- Amy Ancel
- Robert Galan

DISTRICT 4

- Gene Paul Seidman
- Elizabeth Pamela Milwe
- Jeffrey N. Wieser
- Jonathan Cunitz

DISTRICT 5

- Richard A. Lowenstein
- John Suggs
- Barbara Levy
- Paul F. Rossi

DISTRICT 6

- Jo Ann W. Davidson
- Joyce Colburn
- Ann M. Flynn
- Catherine C. Talmadge

DISTRICT 7

- Lisa S. Rome
- John G. Klinge
- Stephen M. Rubin
- Allen S. Bomes

DISTRICT 8

- Jonathan Philip Steinberg
- Michael A. Rea
- Lois G. Schine
- Wendy Goldwyn

DISTRICT 9

- Kevin Davis Green
- Eileen L. Flug
- Velma Heller
- John D. McCarthy