

ACTIVITY REGISTRATION FORM

Wallingford Parks and Recreation • 6 Fairfield Boulevard • Wallingford, CT 06492

All forms must be accompanied by full payment. Mail In or Drop Off at the above address. Please print clearly.

Household Account Last Name: _____

Participant First Name: _____ Last Name: _____

Male / Female: _____ Date of Birth: (mm/dd/yyyy) _____ Grade (as of 9/2026) _____

Address: _____
No. & Street Town Zip

Phone: _____ Email: _____

Does Participant require EPI Pen Y/N _____ if yes, what is the allergy _____, has Asthma Y/N _____,

or other Health Issues Y/N _____ **Shirt Size** (if applicable) _____ Youth S-M-L / Adult S-M-L-XL

Emergency Contact/Number other than Parent? _____ Phone: _____

Any Special Needs or Concerns: _____

☐ Please check this box to request a consultation regarding accommodations or support needs for an adaptive participant.

Course #	Course / Program Title	Day & Time	Fee

PAYMENT METHOD IN PERSON:
CASH - please have EXACT AMOUNT

CHECK - Make checks payable to
"Treasurer Town of Wallingford"

PAYMENT METHOD ONLINE: Credit Card ONLY

Fees:

Credit:

Total Amount:

REGISTER ONE OF THESE WAYS:

BY MAIL: You may mail in your registration once you receive an online notification or the brochure. Mail-in registrations will be processed as they are received. Please include a completed registration form and a check made payable to: Treasurer, Town of Wallingford.

DROP-OFF IN PERSON: Come to the Recreation Department office and drop off your registration form and payment at the front window. Drop-off registrations Monday-Friday between the hours of 8am – 4pm will be processed as they are received. Any registration form dropped off weekdays after 4pm will be processed the following day. Registrations dropped off on Saturday or Sunday will be processed the following Monday.

CREDIT CARD ONLINE ONLY: Activities and facilities may be paid for at checkout (**ONLINE ONLY**) by credit card. The customer will assume a 3% non-refundable credit card transaction fee in addition to the cost of the program(s)/facilities they register for. **Credit cards will not be accepted in person at the reception window.**

NON-RESIDENT: There will be a one-week delay in processing Non-resident registrations at the start of a program. This will allow Wallingford residents to register for programs.

REFUNDS: Refund policy on back of this page is effective 7/1/2026

Refund Policy

Because our programs are self-supporting and commitments must be made in advance to instructors, staff, and suppliers, the following refund policy applies to all Parks and Recreation programs and activities.

Program Refunds

- No refunds or account credits will be issued after the completion of the second class.
- A written refund request must be submitted before the start of the second class to be eligible for a refund or account credit.
- For one-day programs or activities, a written refund request must be received at least five (5) days prior to the program date to be eligible for a refund or account credit.
- If a participant is unable to continue due to illness or injury, a full or prorated refund or account credit for the remaining classes may be granted upon receipt of a doctor's note.
- If a participant is removed from a program due to disciplinary reasons or insubordination, no refund or account credit will be issued.

Programs Operated by Third-Party Vendors

For programs or activities conducted by a third-party vendor or contractor, **no refunds or account credits will be issued within five (5) business days of the program start date.**

Programs with Special Refund Policies

Certain programs may have specific refund deadlines and requirements that supersede this policy, including but not limited to:

- Bus Trips
- Youth and Adult Leagues
- Summer Camps
- Lil Rec'ers Preschool

Please refer to the individual program information for applicable refund details.

Facility and Field Reservations

- Cancellations made 15 or more days prior to the reservation date will receive a full refund.
- Cancellations made 8–14 days prior to the reservation date will receive a 50% refund.
- Cancellations made within 7 days of the reservation date are not eligible for a refund.

Program Cancellations

If the Parks and Recreation Department cancels a program, activity, or reservation, participants will receive a full refund or account credit.

Effective 7/1/2026