

Chelmsford Community Education

REGISTRATION FORM

Register for programs either in person, by mail, by fax, or by phone with a check or Mastercard or Visa -- utilizing a separate sheet for additional programs and participants. Registration is now in progress and applications can be forwarded immediately. All programs must have sufficient enrollment to be offered. Consider your registration accepted unless otherwise notified. **Confirming notification will not be given.** For further information contact Community Education at 978-251-5151 or the Recreation Department at 978-250-5262. See registration information page for details.

Participants should consider their application accepted unless otherwise notified.

REGISTRATION FORM - PLEASE PRINT LEGIBLY

Program: _____ Program Dates: _____

Session: _____ Day: _____ Time: _____ Location: _____

Participant Name: _____ Age: _____ Grade: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Emergency Phone: _____

Does participant have any conditions or physical limitation about which the staff should know? Please explain:

I verify that the participant(s), be it my child (ren), or myself has been checked by a licensed physician and is physically able to participate fully prior to attending this program. I give permission for medical treatment to be given to the participant if the need arises. In addition, I assume all risks resulting from participation in this program and will hold harmless Chelmsford Community Education and/or its employees of any and all liability actions, causes of actions, claims, and demands of every kind and nature whatsoever which may arise in connection with or resulting from participation in any of its activities.

Signature of Participant: _____ Date: _____
(Signature of Parent or Guardian is required if participant is under 18 years of age)

Please print name of participant or parent/guardian: _____

Total Amount enclosed: \$ _____ Check #: _____
(Please make check payable to the *Town of Chelmsford/CommEd*)

Credit Card Information:

Visa () Mastercard () Print Name on Credit Card: _____

Card #: _____ Expiration Date: _____

Signature: _____ Date: _____

Chelmsford Community Education

As a result of the merger of the Recreation Department into Community Education, we are planning many changes and improvements. For example:

- The Recreation Department at Town Hall will be closing at the end of June.
- The Community Education office at Chelmsford High School will be moving to the Westlands School sometime this summer.
- We will begin offering online registrations and payments around mid to late May.

Changes will continue to unfold as we complete this merger and strive to make this a smooth transition. We remain dedicated to offering a variety of excellent programs for all to enjoy. Please visit our website for updated information,

www.ChelmsfordCommunityEducation.org.

Registration Information

978-251-5151 or 978-250-5262

Where is Chelmsford Community Education?

Chelmsford Community Education is located at Chelmsford High School, 200 Richardson Road North Chelmsford, MA 01863. Be sure to visit us. If you have any questions, please call 978-251-5151. *Please note, sometime during this summer our office will be moving to 170 Dalton Road (Westlands School).*

Where is the Chelmsford Recreation Department?

The Recreation Department is located at the Town Hall, 50 Billerica Road, Chelmsford, MA 01824. Be sure to visit us. If you have any questions, please call 978-250-5262. *This office will close on June 30, 2008.*

Office Hours:

Chelmsford Community Education is open Monday – Friday 7:00AM – 3:00PM The Chelmsford Recreation Department is open Tuesday – Thursday 9:00AM – 5:00PM. (Note: This office is partially staffed on Mondays and Fridays, but please call before you stop by to make sure someone is there.)

How to Register:

You may register in person by mail, by fax or by telephone. We accept checks, MasterCard and Visa. Please note: No registration is complete unless payment is received and processed.

In Person:

You may drop off your registration form with full payment during regular office hours. Or when the office is closed, you can put your registration under the office door.

Mail:

Use the registration form in this newsletter and enclose a check or money order payable to *Town of Chelmsford/CommEd*. Please mail to: Chelmsford Community Education, 200 Richardson Road, North Chelmsford, MA 01863.

FAX:

Use the registration form in this newsletter and complete the credit card information on the bottom of the registration form and fax to 978-251-5154 or 978-250-5217. If you wish you can pick up your receipt at the Community Education Office.

On-Line registration is coming soon!

Target date: mid to late May

Please visit our website for up-to-date information:
www.ChelmsfordCommunityEducation.org

Telephone:

Please have credit card and program information ready and call 978-251-5151 or 978-250-5262. We will complete the registration form with you over the phone.

Refunds:

All fees are refundable if there is insufficient enrollment or unless otherwise noted. Students withdrawing before the first class will be charged a \$10.00 processing fee. Please allow 3-4 weeks for refund.

Confirmation:

Consider your registration accepted unless otherwise notified. Confirming notification will not be given.

Trip Transportation:

Most of the buses for trips and programs leave from the Town Offices, lower parking lot, 50 Billerica Road, Chelmsford. Details information is available approximately two weeks before the date.

Be Sure to Register Early!

Don't wait until the last minute to register! At some point we have to determine if the enrollment is sufficient to hold the program or event. We don't know if you are planning to register on the first day of class or a week before a trip. As a result, we may cancel the program.