

BERLIN PARKS AND RECREATION DEPARTMENT



2018-2019 WINTER BROCHURE

**FOR MORE INFORMATION CALL
860-828-7009**

REGISTRATION INFORMATION

1. Some programs are open to Berlin residents only, please check each program. Special events are for Berlin residents only, unless noted otherwise. **Non-residents may register for the following programs beginning December 3, dance classes, Fit Toddlers, Painting with Peggy, Learning Adventures with M.S. M.A.R.E., 2nd grade basketball, Tai Chi, Men's 31+ Basketball and Women's 30+ Volleyball and Dog Obedience.**
2. **Registration, for residents, will be accepted in person, on-line (WebTrac) or by mail beginning Monday, November 26.** Registration is not required for Santa's Parlor.

Registration in person will be accepted at the Berlin Parks and Recreation Department office, 230 Kensington Road, Monday through Wednesday 8:30-4:30 p.m., Thursday's 8:30-7 p.m. and Friday's 8:30-1 p.m. The Parks and Recreation Department will be closed on Monday, December 24, Tuesday, December 25 and Tuesday, January 1.

If registering by mail, include a registration form, a check made out to the Town of Berlin and a self-addressed, stamped envelope and mail to Berlin Parks and Recreation Department, 230 Kensington Rd., Berlin, CT 06037 or include your email and the receipt will be emailed to you. Please do not forget to put the **Program #** on the registration form. Your receipt will be mailed back to you if accepted or your check will be returned if the program is filled.

WebTrac – Now you can register on-line through our WebTrac program. If you forgot your username or password, go into WebTrac and click on "Forgot your password" and the information will be sent to you. Browse our programs and register, for most programs, from the comfort of your home. Registration on-line begins at 8 a.m. on November 26 for residents and 8 a.m. on December 3 for non-residents. You can find the link to WebTrac by going onto the Town website, www.town.berlin.ct.us click on Government and find Parks and Recreation. Click on Register On-Line to get to WebTrac. Some restrictions may apply and not all programs are available on line.

VISA and Master Card will be accepted *in person and on-line*. Debit Cards will not be accepted.

We have a mailbox available, by the office door, for you to drop off registrations, after business hours but when the Community Center is open. These registrations will be processed the next business day, in random order, at our earliest convenience. **Checks only please.**

Decisions on whether classes will be held, due to enrollment numbers, will be made approximately one week before the program is to start. To avoid canceling programs, please register early.

3. **Cancellations** - Weekdays and weekends call the information line at 860-828-7100 or watch or check the website for Channel 3 or Channel 30. If Berlin Public Schools are cancelled and/or closed, all activities at the schools and programs offered by the Department at the Berlin Community Center and Pistol Creek are cancelled. If schools have a delay, all morning classes run by the Department at the Community Center are cancelled. If schools have an early dismissal, all afternoon and evening classes run by the Department at the schools, the Community Center and Pistol Creek are cancelled. Cancellation policies will be handed out in class.

Look for us on the internet at www.town.berlin.ct.us or like us on Facebook www.facebook.com/TownBerlinCT

Oops! Despite our best efforts, errors sometimes make it into print. We apologize for any inconvenience these errors may cause.



Cancellation and Refund Policy

1. Refund will be automatic if a program is cancelled or registrants on waiting list are not included in program. Fees paid by credit card will be refunded by credit card.
2. Refunds will not be issued on requests made less than 3 business days before a program begins. All refund requests for any reasons other than cancellation by the Town or failure to include a registrant on a waiting list must be in writing and received by the Town at least three business days before the program begins.
- 3 **All requests for refunds will be charged a processing fee of 10% of the amount, minimum of \$5/maximum of \$50. Fees will not be charged if Parks and Recreation cancels the program.**
4. Refunds will not be given on finalized trips, program tickets or season passes.
5. No refunds will be given after a program has started.
6. When program fees are paid by credit card and a refund is approved, that refund will be on that credit card.
7. Exceptions to this refund policy will be made in the sole discretion of the Superintendent of Recreation and must be based upon hardship or other good cause demonstrated by the registrant. **Processing fee will be charged.**
8. Policy does not apply to Timberlin Golf Course.
9. All refunds by check will take up to four weeks to process from the time of request. Refunds will be mailed to you.

BERLIN PARKS AND RECREATION DEPARTMENT

230 Kensington Road Berlin, CT 06037

Jen Ochoa	Director – Community, Recreation and Park Services	860-828-7010
Debbie Dennis	Superintendent of Recreation	860-828-7056
Terri Noyes	Administrative Secretary	860-828-7009

PRE-SCHOOL AND YOUTH PROGRAMS

Fit Toddlers - For 2-3 year olds Each of the classes will be a fun adventure for your toddler. Games, obstacle courses, music, movement, and much more create a playful environment for your child. Parents participate with the children, and must sign their name to the release agreement on their child's registration form. Classes meet on Tuesday's from 10-10:45 a.m. or Thursday's 1-1:45 p.m. starting January 15 for Tuesday classes or January 24 for Thursday classes for 8 classes at the Berlin Community Center. Elizabeth Cook-Asal is the instructor. Fee is \$65.00 for residents, \$75.00 for non-residents. **Program #414401A** for Tuesday's and **#414401B** for Thursday's

Exploring Dance – Children ages 3-5 will experience the enjoyment of ballet, tap and jazz through creative movement during this 30-minute class held on Saturday's from 9-9:30 a.m. at the Berlin Community Center. Elizabeth Cook-Asal is the instructor. Classes will be held on Saturday's starting January 5 (no class January 19 or February 16), for 6 classes. Fee is \$35 for residents and \$45 for non-residents. **Program #410201B**

Dance Elements – Children ages 5-8. This class will focus on Ballet and Tap technique, along with fundamentals of Jazz and Modern Dance. Students will begin working on dance steps, concepts and choreography. Ballet and Tap shoes are preferred but not required. Class will be held on Saturday's from 9:40-10:25 a.m. at the Berlin Community Center. Elizabeth Cook-Asal is the instructor. Classes meet starting January 5 (no class January 19 or February 16) for 6 classes. Fee is \$50 for residents and \$60 for non-residents. **Program #420201B**

Painting with Peggy – Children will paint a masterpiece on a canvas with instruction led by Peggy Loehr, art teacher and painter. Just drop off your child and pick them up at the designated time, class is from 10-11 a.m. each date. Please bring a smock to class as the paints that are used do not readily come out of clothing. Class will be held at the Berlin Community Center. Program is for K- 5th grade. Fee for residents is \$15 and \$25 for non-residents, per class.

Saturday, January 5 **Program #420401A**

Saturday, January 12 **Program #420401B**

Saturday, February 2 **Program #420401C**

Saturday, February 9 **Program #420401D**

Saturday, March 23 **Program #420401E**

Saturday, April 13 **Program #420401F**

Learning Adventures with M.S.M.A.R.E (Learning Adventures with Math, Science, Music, Art, Reading & Exploration) - Children will travel on a different Learn-As-You-Play classroom adventure with Ms. Marianne each week for 6 weeks. Each class is an exciting and educational environment rich with different techniques for your children to learn. We will explore lessons through music, enhance fine motor skills with creative playtime, dive hands first into interactive math, science and literary learning, as well as constructing weekly themed class projects. Various themes for the classes will be: Hibernation/Migration, Transportation, Winter The Mitten, Who Took The Cookies From The Cookie Jar, Dinosaurs/Fossils and Valentine Fun. Program is for ages 3-5 and will be held on 6 Friday's beginning on January 4 and ending February 15 (no class on January 25) and go from 9:30-11 a.m. All classes are at the Berlin Community Center. Fee for residents is \$150, non-residents is \$160. (Fee includes cost of materials.) **Program #410501A**

2nd Grade Basketball

Basketball Girls 2nd Grade - Will be held beginning Saturday, January 5 at Griswold School cafeteria from 1-2 p.m. This is an **instructional** program, there will be **limited** time set aside each week for games. Program will run for 8 weeks. Bill Mayer is the instructor. Fee is \$70 for residents, \$80 for non-residents. Class space is limited. Indicate t-shirt size on registration form. Register by December 26 to be guaranteed a shirt. **Program #420903A**



Basketball Boys 2nd Grade - Will be held beginning Saturday, January 5 at Griswold School cafeteria from 12-1 p.m. or 2-3 p.m. This is an **instructional** program, there will be **limited** time set aside each week for games. Program will run for 8 weeks. Bill Mayer is the instructor. Fee is \$70 for residents, \$80 for non-residents. Class space is limited. Indicate t-shirt size on registration form. Register by December 26 to be guaranteed a shirt. **Program #420903B for 12 p.m. class, #420903C for 2 p.m. class**

ADULT PROGRAMS

Men's 31+ Basketball - Tuesday's at McGee Middle School. The program will run 6-9 p.m. starting December 4 through April 2. There is a \$60 fee for the season for residents and \$80 for non-residents or you can drop-in and pay \$5 at the door for residents or \$10 for non-residents. Drop-ins must provide verification of eligibility at the door. Teams will be formed on a nightly basis. **Program #430906A**



Women's 30+ Volleyball - Wednesday's at the McGee Middle School gym. The program will run 6:30-8 p.m. from January 2 through March 27. There is a \$55 fee for the season for residents and \$75 for non-residents or you can drop-in and pay \$5 at the door for residents or \$10 for non-residents. Drop-ins must provide verification of eligibility at the door. Teams will be formed on a nightly basis. **Program #431202A**

Yoga – we are currently looking for a yoga instructor to run classes at the Community Center. Once we have classes set up, we will advertise on the Town's website, Facebook page and through the School's website under Community Announcements.

Tai Chi - Tai Chi consists of fluid gentle movements that are relaxed and slow in tempo. It has been proven to work by slowing down bone loss, improving balance, reducing falls and improving quality of life. Dress comfortably. Ken Zaborowski is the instructor. This class meets on Wednesday's for 7 weeks. Classes held at the Berlin Community Center from 11:30 a.m. to 12:30 p.m. Fee is \$56 for residents and \$66 for non-residents or you can also drop in and pay \$9 per class.

Session 1 – January 2-February 13

Session 2 – February 20-April 3

Program #434201A

Program #434201B



DOG OBEDIENCE CLASSES – All classes are held at the former Pistol Creek Golf course, 600 Spruce Brook Rd., Berlin. Dog handlers should be at least 16 years of age. Instructor is Wendy McGurgan, Professional Dog Trainer, Assistant Trainer is Shirley Coulombe. Limit of 10 per class.

Kindergarten Puppy Training – The class is for puppies aged 2 ½ months to 6 months old. We will work on leash walking and the come, sit and down commands. Your puppy will also develop social skills and confidence. Learn how to praise and correct your puppy appropriately. Start a great relationship with your pup! We will address problems like chewing, housebreaking and crate training. You will need a 6 ft. leash and we will discuss leashes and collars in the first class. **First class is held without dogs.** Please bring a copy of your puppy's current vaccinations to the first class. Fee \$75 for residents and \$85 for non-residents. This class will run for 7 weeks on Thursday's from January 10-February 21 from 6-7 p.m. **Program #465001B**

Basic Dog Obedience – The class will cover basic commands for the family dog. Commands include sit, down, stay, heel, come and stand. You will learn how to correct bad habits such as jumping up and pulling on the leash. Learn how to praise, correct and discipline your dog appropriately. Dogs should be at least 6 months old. You will need a 6 ft. leash and we will discuss leashes and collars in the first class. **First class is held without dogs!** A copy of your dog's current vaccinations including Bordetella must be given to instructor at the first class. Fee \$75 for residents, \$85 for non-residents. The class will run for seven weeks on Tuesday's from January 8-February 19 from 6-7 p.m. **Program #465001A**

Canine Manners – The class is offered to dogs and handlers that have successfully completed Basic Dog Obedience. Dogs and handlers should have a working knowledge of the sit, down, stay, come, heel and stand commands. Because we will be indoors, emphasis will be on adapting obedience skills for use in everyday settings. Jumping up, bolting through doors, bouncing out of the car before you have the leash, crowding and wildly greeting visitors are some of the problems we will address. We will use verbal and physical praise to reward our dogs, not food. You will need a 6 ft leash. Please bring a copy of your dog's vaccinations, including Bordetella, to the instructor if not on file already. Fee \$75 for residents and \$85 for non-residents. This class will run for 6 weeks on Wednesday's from January 9-February 13 from 6-7 p.m. **Program #465001A**

FAMILY ACTIVITIES AND SPECIAL EVENTS

Santa's Parlor – Santa, Mrs. Claus and their elves invite all Berlin youth in preschool, Kindergarten, 1st and 2nd grades to visit them at Santa's Parlor, held at the Berlin Community Center, 230 Kensington Rd. Santa and Mrs. Claus will greet them on Monday, November 26 and Tuesday, November 27 from 6-7:30 p.m.



This is a popular event, please expect a wait to visit with Santa. Please do not arrive before 5:45 p.m. Juice and cookies will be served while you wait. You are also welcome to bring in your dinner to eat. Treats and a small toy will be given to each child. Parents are welcome to bring a camera and take pictures.

Santa is also asking everyone to bring a donation that will be used for the Food Pantry in Town. Items that are needed include mayonnaise, jelly, peanut butter, canned fruit, pasta sauce, snack items (cookies crackers, granola bars) and macaroni and cheese. This is optional but is greatly appreciated.

Cancellation: In case of inclement weather and the Parlor cannot be open, cancellations will be on the Department's recorder phone, 860-828-7100 and on the Town's Facebook page.

Tinsel Fun Run - Co-sponsored with the Berlin YMCA. This is a fun, family event. Race will be held on Saturday, December 1 at Berlin High School and begins at 11 a.m. You can register online, through www.active.com until November 28 and in person registrations will be held on December 1 from 9:30-10:30 a.m.

Outdoor Ice Skating - Call the Berlin Parks and Recreation Department information line at 860-828-7100 or check the ice skating/pond sign at Volunteer Park for updated ice-skating conditions at Willard Pond, Hubbard Pond, Sage Park Pond and Paper Goods Pond starting after Thanksgiving. When there is ice skating, Willard Pond, Hubbard Pond and Paper Goods Pond are lighted from 5-10 p.m. Ice skating at Veteran's Park is not recommended. It is recommended that when there is ice skating personal protective equipment such as helmets, elbow pads, knee pads be worn. Children should be supervised by an adult.

