

## **Wilton Parks and Recreation Department – Late Enrollment Policy**

### **Purpose:**

The purpose of this policy is to establish clear and consistent guidelines regarding late enrollments for Parks and Recreation programs. This policy ensures fairness to participants, supports proper planning and staffing, and maintains program quality.

### **Policy Statement:**

#### **1) Registration Deadline**

Each recreation program will have a clearly stated initial registration deadline. This deadline will be communicated in all promotional materials, registration forms, and online postings.

#### **2) Late Enrollment Period**

Late enrollments will be accepted for a period of one (1) week following the initial registration deadline.

#### **3) Late Fee**

All registrations submitted during the one-week late enrollment period will be subject to an additional \$20 late fee, which will be added to the standard program registration cost.

#### **4) Closure of Registration**

After the conclusion of the one-week late enrollment period, registrations will be closed. No additional enrollments will be accepted beyond that date.

#### **5) Communication of Deadlines**

The initial registration deadline and the final late enrollment deadline will be clearly stated in all program communications to ensure public awareness.

### **Implementation:**

This policy was drafted and formally approved by the Parks and Recreation Board on February 19, 2026, and is effective immediately.