

SUMMER 2025 REGISTRATION & PAYMENT INFORMATION



Registration, payment plans, discounts, cancellation policy, & inclusion support

REGISTRATION, DEPOSITS, & PAYMENT PLANS

How to Register:

- **Online:** If you are a new participant please create a new household account on our website: peabodyrecreation.com. You'll need to add each family member to your household account. If you are a returning family you already have an account with us. Confirm your information: address, phone numbers, email address, and medical (include medications and allergies) and/or behavior information. If changes need to be made please email us and we'll make the changes for you. They need to be done in house.
- **In Person:** visit us at the Peabody Rec Office at 50 Farm Ave Peabody.

REGISTRATION DATES FOR PEABODY RESIDENTS ONLY

- **March 4th at 9 am:**
 - Parks Program for **entering** grades 1-5 in the fall.
 - Jubilee (West School)
 - Carroll Savage (South School)
 - Lake St (McCarthy School)
 - O'Connor Park (Welch School) NEW!;
 - LIT Applications available for entering grades 9-11
- **March 6th at 9am:**
 - Tiny Tanners for **entering** PK-1
 - Teen Tanners for **entering** grades 6-9
 - Brooksby Outdoor Adventures for **entering** grades 2-7
- **March 11th at 9am.**
 - All other programs (specialty programs) Examples: Peabody Basketball School with Thad Broughton, Tennis with Maria Schena, Softball with Tawny Palmieri, Golf Programs, Pickleball, PYTV, Symphony Summer Basketball League, and more!

Non-Resident Registration: Registration for non-residents for any remaining spaces in specific programs will open on May 1st at 9am on a first come first serve basis.

Deposits: During the registration process, will be required to pay minimum deposit. You can log into your account to make further payments as needed. Make sure to click the Due Dates Link at check out to see what is due by when. This amount may change if you make changes to your registration later.

All programs need to be paid in full before June 26, 2025

- **Minimum deposit:** \$50.00 per activity
- **Adjustable deposit:** any amount greater than minimum deposit amount, up to the full cost
- **In Full:** total amount for the program.

Payments: After submitting your initial payment or deposit, you can complete the remaining balance of the program via cash, check, or credit card. If mailing a check, please send it to our office at 50 Farm Ave, Peabody, MA 01960. We recommend that your check be postmarked by the suggested dates below. Alternatively, you can log into your account at any time to make a payment.

Suggested Payment Timeline for Summer Programs: To help manage your payments smoothly, we suggest the following payment schedule:

- **April 1st:** 50% of the total balance
- **May 1st:** 75% of the total balance
- **June 26th:** 100% of the total balance (final payment date)

Please note, a \$10 late fee will be added to each program with any remaining balance after June 26, 2025.

**You will not be charged automatically unless you set up a payment plan with us (see below).
Please be sure to log in and make your payments by the due dates listed above.**

- **Payment Plans:** If you'd like to set up a payment plan after your initial registration where we schedule automatic payments on specific dates, please click the [Payment Plan Form](#) link or contact our office to help set it up.

FINANCIAL ASSISTANCE & DISCOUNTS

We realize that paying for a full summer of activities can be difficult, so we want to help! Below are several payment options and discounts that are available to you.

If you need financial assistance please follow the instructions below **BEFORE** registering for programs so we can apply the appropriate discounts to your account.

Financial Assistance

We offer a 25% discount for children who participate in the programs listed below. Assistance is not guaranteed and awarded on a first come first serve basis.

- **Tiny Tanners (Park) Playground Program**
- **Tanner Park Program**
- **Teen Tanners Park Program**
- **Outdoor Adventures at Brooksby Farm**

To qualify: you must provide verification of your financial need. Below is a list of accepted documents for verification. Please submit at least one with your application:

- Low Income Home Energy Assistance Program (LIHEAP) in the most recent winter period
- Targeted Assistance for Needy Families (TANF)
- Women, Infants and Children Program (WIC)
- Supplemental Security Income (SS)
- SNAP Food Assistance SNAP/EBT services
- A letter provided by a reference verifying your need. References include: School principal or guidance counselor, social worker, clergy, etc.

How to apply for financial assistance?:

1. Email us prior to registering for one of the above programs.
2. Return a copy of one of the above documents to peabodyrecreation@gmail.com, or mail it to 50 Farm Ave Peabody, MA.
3. We will confirm receipt of your application and If approved, we'll apply a 25% member discount to your account. The discount will automatically apply where applicable.

Camperships

Campership Scholarships are available for other specialty programs throughout the year and require the same documentation as the Financial Assistance program. Applicants will need to submit an application for the specific program they are looking to receive a scholarship for. Amounts are determined on a case by case basis.

1. Complete [THIS](#) application and return it with a copy of one of the above documents to peabodyrecreation@gmail.com, or mail it to 50 Farm Ave Peabody, MA.

Sibling Discount

A sibling discount is available for Tiny Tanners, Tanners Park (Playground) Program, Teen Tanners Summer Adventures, and Summer Outdoor Adventures at Brooksby Farm. Since they all have different locations, they are all considered different programs. A 10% discount will be automatically applied when you register 2 or more children in the same household for the same session of the same program.

City of Peabody Employee Discount

If you are a City of Peabody employee, city side or school side, please create an account on our website and then send an email to [Sally Ledbury](mailto:Sally.Ledbury) with your name and the department you work for. We will then add an employee membership to your account. When you register for a program that accepts the employee discount it will issue a 10% discount to the programs you are registering for. This will include anyone in your family listed on your household account. You must have this membership on your account **before** you register to receive the discount. This only applies to programs that are run by Peabody Recreation Staff, not programs that we contract with as vendors.

CANCELLATION & REFUND POLICY

If you withdraw from a program and want a refund, you must notify the Peabody Recreation Department at least fourteen (14) days prior to the start of the program, not session. You will be charged a \$15.00 administrative processing fee for refunds. Additionally, all \$50.00 deposits are non-refundable. If you withdraw from a program between thirteen (13) and seven (7) days prior to the start of the program, not session, you are eligible to receive a credit towards a future program. If you withdraw from a program within six (6) days of the program start date, not session start date, you will not be eligible for a refund or credit, unless providing a medical note. No credit or refund will be given once a program begins without a medical note. Regardless of how the initial payment was made, all refunds will be issued by check from the City of Peabody and take 2-3 weeks to process.

If you do not cancel in advance, once the program begins, regardless if you attend or not, you are responsible for the full payment.

There is a \$15 processing fee for all refunds and credit card processing fees cannot be refunded. If for any reason a program doesn't run, we will contact you via email. Refunds are not given for weather cancellations of less than 25% of the program time and only then if make-ups can not be offered. Refunds are not given for special events involving ticket purchase or if Peabody Rec has incurred an expense on your behalf. You must request a refund in writing.

THERAPEUTIC RECREATION & INCLUSION SUPPORT

The Peabody Recreation Department is committed to providing recreational opportunities for residents of all ages and abilities. All young people need support. Our goal is always to set kids up for success. Our therapeutic Rec program/ Inclusion Support ensures the Peabody Rec Dept. knows and understands your child's needs and that we have the support in place to support them. We invite all families to reach out and speak with us. If you or a family member needs special accommodations to participate in the Cities recreation activities, please contact the Director of Recreation, Parks & Forestry at peabodyrecreation@gmail.com