

THE BRIDGE CENTER
Main Line 508-697-7557



Recreation Office Hours:

Monday-Friday 8:30AM-5:00PM

Extensions:

- | | |
|---|---------|
| Anna Wood, Executive Director | Ext. 23 |
| Kevin Eardley, Riding Center Director | Ext. 11 |
| Development Coordinator | Ext. 22 |
| Leigh Carloni, Program Coordinator | Ext. 12 |
| Karen Ellis, Administration Manager | Ext. 10 |
| Lauren Gately, Barn & Herd Manager | Ext. 15 |
| Laurie Kalivas, Registration Coordinator | Ext. 17 |
| Sarah Norris, Riding Instructor/Program Support | Ext. 20 |
| Amy Reichenbach, Volunteer/Outreach Coord. | Ext. 14 |

OTHER HELPFUL NUMBERS:

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| The Bridge Center Fax Number: | 508-697-1529 |
| Inclement Weather Line | Ext. 19 |

E-MAIL UPDATES

Please remember to update your preferred E-mail address when visiting your online account. E-mail reminders about programs will be sent out regularly.

RIDING CENTER HOURS

- Monday: 8:00AM-4:15PM
- Tuesday: 8:00AM-6:30PM
- Wednesday: 8:00AM-6:00PM
- Thursday: 8:00AM-7:00PM
- Friday: 8:00AM-5:00PM
- Saturday: 8:00AM-5:30PM
- Sunday: 8:00AM-2:15PM

WEATHER/CANCELLATION POLICY

In the event of inclement weather, TBC will post facility closings and class cancellations on our website, Facebook page, WCVB Channel 5, Channel 7, and ext 19. Refunds/credits will *only* be granted in the event that TBC closes or cancels a class.

Weekdays: TBC will follow Bridgewater-Raynham school district for closings and delays.

Weekends: Cancellations, closings, and delays will be announced a minimum of 2 hours prior to the class. Check your email!

FINANCIAL AID

Financial aid is available for all participants and in all programs based on financial need. Please visit our website or stop by our office to fill out a scholarship application. Families are asked to enroll in a program (not required to input a payment at the time of registration) and then fill out the scholarship request form, which can be found online.



Find us on Facebook!

REFUNDS AND WITHDRAWALS

Refund requests must always be in written form and dated at least 5 business days prior to the start of the program. Refund requests made at least 5 days in advance of the program will be assessed a **\$5 withdrawal fee**. All camps, including vacation week and summer camps, will be assessed a \$25 withdrawal fee if the request is made within 5 business days of the start of the program. After that time refunds will only be processed with medical documentation.

REGISTRATION INFORMATION

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Online Registration is **STRONGLY RECOMMENDED** at www.thebridgectr.org and is the **PREFERRED METHOD**. We do accept Walk-in Registration as long as space is available, but there is a chance that you will have to wait in a line and spots fill quickly. Programs will close for registration three days before the start of the class. Camp programs will close for registration the Wednesday before that camp starts.

For questions regarding registration, please contact Laurie Kalivas at LKalivas@thebridgectr.org or (508) 697-7557 ext 17.

We accept Cash, Check, & Credit Card- Visa or MasterCard. We are happy to set up payment plans for families that can not pay in full. If an agency plans to pay for a program registration, that agency must email or mail us a **letter of intent to pay** prior to the participant joining the program.

All letters of intent to pay can be faxed to 508-697-1529 ATTN Karen Ellis or emailed to KEllis@thebridgectr.org

ACCOUNT LOG-IN INFORMATION

Please feel free to contact us with any questions or if you need assistance prior to registration.

Access our web site at www.thebridgectr.org . Click on the blue "Register" button in the upper right-hand corner and follow these step by step instructions:

- Select "New Participant" if you need to establish a login and password.
- Select "Registered Participant" if you've already established a login and password.
- Please note that the registration process will take 10-15 minutes to complete and your application must be submitted for your login and password to be validated.
- After submitting your application, click on "My Account" located at the top of the page.
- Bring your attention to the section called "Forms Dashboard" and select the "Forms & Documents" link.
- Under Forms & Documents, you can print out all of the required forms and update your Health History.
- When applying into new programs, simply access your account, click on "Registration for all Bridge Center Programs," select the appropriate season and participant, then click continue.
- Select the program (s) you are interested in and click continue.
- Review and edit populated information and submit application.
- After the application has been submitted, you will receive a confirmation email.

***Once you register, you must return to the website to make your payment**