

Registration Information

RESIDENT.....Begins Feb. 23 @7 a.m. • NON-RESIDENT.....Begins March 9 @7 a.m.



ONLINE **FASTEST** www.parkfun.com
WALK-IN **Fast** For locations see below
DROP-OFF **Slow** For locations see below
MAIL-IN **Slowest** Schaumburg Park District, Registration
 505 N. Springinsguth Road, Schaumburg, IL 60194

Registration continues until courses are filled or closed.

Resident Registration

1. MAIL-IN REGISTRATION (Forms accepted Feb. 16/Entered Feb. 23)
 Mail-in registration forms for all recreation programs will be accepted beginning Monday, Feb. 16 for residents of the Schaumburg Park District. **Please enclose the completed form with payment and proof of residency and mail it to:**

SCHAUMBURG PARK DISTRICT REGISTRATION
 505 N. SPRINGINSGUTH ROAD
 SCHAUMBURG, IL 60194

2. RESIDENT DROP-OFF REGISTRATION (Forms accepted Feb. 16/Entered Feb. 23)
 Drop-off registration forms for all recreation programs will be accepted beginning Monday, Feb. 16 for residents of the Schaumburg Park District. **Please enclose the completed form with payment and proof of residency and drop it off at one of the centers listed below.**

All forms received at our centers or through the mail prior to midnight Sunday, Feb. 22, will be held and opened at random on Monday, Feb. 23 at the Community Recreation Center. These forms will then be entered into our computer system in the order which they were randomly opened on Feb. 23. Any forms received Feb. 23 and after will be processed in the order in which they are received at each center.

3. RESIDENT WALK-IN REGISTRATION (Begins Feb. 23)
 Beginning Monday, Feb. 23 at 7 a.m., you can walk into any of the facilities listed below to register for programs. Facility hours and names are listed below. These registrations are processed on a first-come, first-served basis. **You will receive immediate confirmation on your enrollment.** You may also choose to drop off your registration at the same locations if you wish. Drop-off registration will be processed by the following business day. See brochure page 5 for addresses and page 10 for map.

Facility	Phone #	Days/Hours
Bock Neighborhood Center	847/985-2141	M-F 9 a.m.-5 p.m.
Community Recreation Center Registration /Recreation Information	847/490-7020	M-Su 6 a.m.-9 p.m.
Patricia Shephard Early Childhood Center	847/490-7036	M-F 9 a.m.-5 p.m.
Meineke Recreation Center	847/985-2143	M-F 5:30 a.m.-10 p.m. Sa/Su 6 a.m.-10 p.m.
Sport Center	847/891-1266	M-F 9 a.m.-5 p.m.
Spring Valley	847/985-2100	M-F 9 a.m.-5 p.m. Sa/Su 9 a.m.-5 p.m.
Schaumburg Tennis Plus	847/884-0678	M-F 6 a.m.-11 p.m. Sa/Su 7 a.m.-7 p.m.

4. RESIDENT ONLINE REGISTRATION (Begins Feb. 23)
 Online registration begins Monday, Feb. 23. You must have a current SPD account with assigned PIN number. To set up an account, come to the registration desk at CRC to complete the form and verify residency. **To register, log onto www.parkfun.com, look for ISPOT and follow the instructions.**

Non-resident Registration

1. NON-RESIDENT REGISTRATION (Begins March 9)
 Non-residents may register for programs beginning Monday, March 9 at 7 a.m. These registrations are processed on a first-come, first-served basis. **You will receive immediate confirmation on your enrollment.** **Mail-in registration is not available for non-residents.**

COURSE BARCODE is found at the beginning of the course information line. See example below:

Barcode	Age	Day	Time	Date	Wks
54610	12+	M	Various	07/01-07/29	5

MAKE CHECKS PAYABLE TO:

SCHAUMBURG PARK DISTRICT

Notes To Remember

For any information concerning registration, call the special registration number at 847/490-7020. All fees must be paid in full when registering for programs having a fee. Any instructions or supplementary information required prior to the first class meeting will be provided in advance. Classes having a limited registration will be filled on a "first-come, first-served" basis. Waiting lists will be kept for all individuals interested in a particular class or program. If there is enough interest, an attempt will be made to start an additional class. **All methods of registration will occur simultaneously.**

- Double check your registration form to ensure that you have filled it out completely and accurately.
- Be sure to include all information including program codes and participant's birthdate.
- Always include a second choice for programs. This will allow placement in an alternate class if your first choice is already filled.
- Be sure to include both a home and emergency phone number.
- The Schaumburg Park District is unable to guarantee enrollment.
- The Schaumburg Park District is not responsible for lost or late mail.
- Do not send cash.** Make checks payable to: Schaumburg Park District. A \$25 charge will be assessed for insufficient funds checks returned.
- In case of cancellation or change in classes, you will be notified.
- Proof of Residency**, such as a valid driver's license, must be shown when registering for all programs to avoid having to pay the non-resident fee. Participant must reside at address indicated on registration form.
- If nursery service is required, check fitness centers section for nursery hours.
- Registration after classes start is left to the discretion of the supervisor in charge of the program.

Reminder: Refund Policy

- The Schaumburg Park District reserves the right to cancel, postpone or combine classes or change instructors. If insufficient enrollment causes a class to be cancelled, notification will be given and full tuition refunded.
- A \$3 service charge will be deducted from all refunds.
- For full refund, less \$3 service charge, withdrawal forms must be received at least 24 hours prior to first day of class.
- If the class has begun, a prorated amount will be determined based on the **date of refund application**. Requests will be honored until the last class date of the session.
- Trip refunds**, less the service charge, are furnished only when someone is found to take your place.
- Refunds will remain on account unless requested otherwise.**
- Due to the demand for participation in Park District programs and the limited number of spaces available, refunds will not be issued for classes that participants are unable to attend.

Class Cancellation Date

After a predetermined date it will be decided which classes have met the minimum registration requirements for this session. Those classes which have insufficient registration will either have a limited enrollment or will be cancelled and the registrants will be notified.

Registration information: 847/490-7020

To register with voice and TDD assistance call Northwest Special Recreation Association, 847/392-2855.

Registration Form

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PLEASE USE BLUE OR BLACK INK

EMAIL _____

FAMILY LAST NAME _____ PAYOR'S NAME _____





ADDRESS _____ CITY _____ ZIP _____

Please check one: No, this is not a new address. Yes, this is a new address which has changed during the past 6 months.

HOME PHONE _____ WORK PHONE _____
 EMERGENCY CONTACT _____
 EMERGENCY PHONE _____
Phone numbers are very important in completing your registration form.

AMERICANS WITH DISABILITIES ACT SPECIAL NEEDS?
 Yes No **Please call 847/490-7015**
 Name of Participant _____

Method of Payment
 Cash Check
 Credit Card

  Card # _____ Exp. Date _____
(Include 3 digit code on back of card)
  Name _____ Signature _____
(Please print as it appears on card)

A.D.A. Statement: The Schaumburg Park District intends to comply with the intent and spirit of the Americans With Disabilities Act. If you need any special accommodations, please call the Park District at 847/490-7015 so that we may make the necessary arrangements for you.

Participant's First Name	Course Barcode	Course Title	2nd (3)	Participant's Birthdate	Sex	Fee	
Second choice programs or classes should be indicated in this column with a check (✓). If program fees are not equal, please pay the higher amount; the balance will be refunded. Participants will automatically be placed in second choice program if indicated and will be subject to regular cancellation policy.						SUBTOTAL	
						SCHAUMBURG PARK FOUNDATION DONATION	
						CREDIT BALANCE ON ACCOUNT	()
						TOTAL ENCLOSED	

IMPORTANT NOTE: By registering for Park District programs, or purchase of a fitness pass, the registrant realizes the inherent risks involved in the programs and appreciates the nature of the risks. The registrant holds the Schaumburg Park District harmless for any damages caused by participation in these programs. Participants registering for activities of a strenuous nature are encouraged to seek a physician's approval.

The Park District reserves the right to change or alter information printed in this publication including policies, fees, times and locations.

PHOTOS/VIDEOS: Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

OFFICE USE ONLY

Total Paid \$ _____ Check # _____ Charge Cash Accepted by _____ Date _____