

RESIDENTBegins Nov. 7 @7AM • NON-RESBegins Nov. 28 @7AM

ONLINEwww.parkfun.comFastest
WALK-INFor locations see belowFast
DROP-OFFFor locations see belowSlow
MAIL-INSchaumburg Park District, RegistrationSlowest
 505 N. Springinsguth Road, Schaumburg, IL 60194

Registration continues until courses are filled or closed.

Resident Registration

1. MAIL-IN REGISTRATION (Forms accepted Oct. 31/Entered Nov. 7)

Mail-in registration forms for all recreation programs will be accepted beginning Monday, Oct. 31 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 NORTH SPRINGINSGUTH ROAD
 SCHAUMBURG, IL 60194

2. RESIDENT DROP-OFF REGISTRATION (Forms accepted Oct. 31/Entered Nov. 7)

Drop-off registration forms for all recreation programs will be accepted beginning Monday, Oct. 31 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, Nov. 6, will be held and opened at random on Monday, Nov. 7 at the Community Recreation Center. These forms will then be entered into our computer system in the order which they were randomly opened on Nov. 7. Any forms received Nov. 7 and after will be processed in the order in which they are received at each center.

3. RESIDENT WALK-IN REGISTRATION (Begins Nov. 7)

Beginning Monday, Nov. 7 at 7AM, you can walk in to 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 4 for addresses and page 8-9 for map.

Facility	Phone #	Days/Hours
Bock Neighborhood Center	847/985-2141	M-F9AM-5PM
Community Recreation Center Registration /Recreation Information	847/490-7020	M-Su.....6AM-9PM
Patricia Shephard Early Childhood Center	847/490-7036	M-F9AM-5PM
Meineke Recreation Center	847/985-2143	M-F5:30AM-10PM Sa/Su.....6AM-10PM
Sport Center	847/891-1266	M-F9AM-5PM
Spring Valley	847/985-2100	M-F9AM-5PM Sa/Su.....9AM-5PM
Schaumburg Tennis Plus	847/884-0678	M-F6AM-11PM Sa/Su.....7AM-7PM

4. RESIDENT ONLINE REGISTRATION (Begins Nov. 7)

 Online registration begins Monday, Nov. 7. 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 Nov. 28)

Non-residents may register for programs beginning Monday, Nov. 28 at 7AM. 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
11930	16+	M	7:00-9:00P	01/10-02/28	8

MAKE CHECKS PAYABLE TO:

Schaumburg Park District

Notes To Remember

For any information concerning registration, call the special registration number 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.**

1. Double check your registration form to insure that you have filled it out completely and accurately.
2. Be sure to include all information including program codes and participant's birthdate.
3. Always include a second choice for programs. This will allow us to place you in an alternate class if your first choice is already filled.
4. Please be sure to include both a home and emergency phone number.
5. The Schaumburg Park District is unable to guarantee enrollment.
6. The Schaumburg Park District is not responsible for lost or late mail.
7. **Please do not send cash.** Make checks payable to: Schaumburg Park District. A \$25 charge will be assessed for insufficient funds checks returned.
8. In case of cancellation or change in classes, you will be notified.
9. **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.
10. If nursery service is required, please check fitness centers section for nursery hours.
12. Registration after classes start is left to the discretion of the supervisor in charge of the program.

Reminder: Refund Policy

1. 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.
2. A \$3 service charge will be deducted from all refunds.
3. For full refund, less \$3 service charge, withdrawal forms must be received at least 24 hours prior to first day of class.
4. 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.
5. **Trip refunds**, less the service charge, are furnished only when someone is found to take your place.
6. **Refunds will remain on account unless requested otherwise.**
7. 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

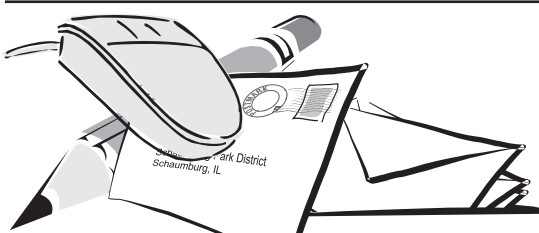
After a predetermined date it will be decided which classes have met the minimum registration requirements for this session. Those classes which have insufficient registration will either have a limited enrollment or will be cancelled and the registrants will be notified.

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 E-MAIL _____

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 (✓)	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 _____