

Registration Information



Registration Dates

Please see box below regarding the lottery and other important information before registering!

Resident Lottery Registration

begins as soon as you receive your brochure.

Lottery Entry Deadline

is noon on Thursday, May 14, 2009.

Non-resident Registration

begins Monday, May 18, 2009.

The same dates for lottery and non-resident registration apply whether you submit your registration via mail-in, fax, telephone, walk in or through our website.

Online registration for most programs closes two business days prior to the start date of the program. Once this option has closed, you must choose an alternate form of registration.

LOTTERY!

All programs listed in this brochure except those which require in-person registration or are otherwise indicated are lottery programs (these programs are noted as non-lottery either in their description or, if multiple programs on one page are non-lottery, it may be noted elsewhere on the page). The Park District lottery system ensures all residents have the same opportunity to be placed in our programs regardless of when they receive the program brochure.

Here is how the lottery works:

- Only Oak Park residents are eligible for the lottery.
- To be eligible for the lottery, program registrations must be received at the Hedges Administrative Center, 218 Madison, by the lottery date
- After all registrations are entered, the computerized "lottery system" randomly selects the maximum participants allotted for each program.
- Lottery results are e-mailed to the main e-mail address registered with your household account. If no e-mail address is on file, a printed receipt will be mailed to your home address using the postal service.
- Resident registrations received after the lottery will be processed as received.
- After the lottery, registration for residents is on a first-come, first served basis.

Ways to Register

For fax, in-person, mail-in or drop off registration, use the form on the next page.



Online with Weby – go to www.oakparkparks.com and click on "Registration" (Visa/Mastercard)



Mail-in to Park District of Oak Park, 218 Madison Street, Oak Park, IL 60302



In-Person at the Hedges Administrative Center (218 Madison Street) M-F, from 8:30am-5pm
OR at Ridgeland Common (415 Lake Street) M- Sa, 9am-5pm



Drop Off at the Administrative Center mail slot after business hours (218 Madison) and at the Dole Center drop box, 255 Augusta at Cuyler, on the 2nd floor outside the Park District office, M-Th, 8:30am-9pm and F, 8:30am-Noon. **For all drop-off registration, please allow up to 2 business days for processing.**



Fax registration to (708) 383-5702 or (708) 848-9682

Proof of residency will be required for all participants that are not currently in our database. To take advantage of the resident rate(s), you must provide a Driver's License or State ID with your Oak Park address. Call (708) 383-0002 with questions.

- 1 Complete the registration form (available on the next page). Always include a home phone number, and especially if you are registering a child, provide an emergency phone number as well.
- 2 List an alternate choice for programs (not mandatory) on your form in case your first choice is filled.
- 3 Pay the fee for your first choice. You will be refunded/billed the difference if placed in your alternate choice program.
- 4 Payments may be made with cash, check (no second party checks), Visa or Mastercard. If paying with cash, please drop off your registration in person so you will have receipt of your payment.
- 5 Registration deadline and procedures for Preschool/Early Childhood, the Gymnastics Center and other select non-lottery programs can be found on their respective pages in this brochure.
- 6 If both your first and alternate choices are filled, you will be put on a paid wait list for your first choice.
- 7 If your class is cancelled, you will be contacted by phone or e-mail and all fees will be refunded.

We can link registrations!

Do you need siblings to be in different classes that meet at the same time? Do you need everyone in your car pool to get in the same class? Do two friends want to take a class together? We can do all of this by linking your registrations. Contact the main office at (708) 383-0002 to get linked.

Refund Policy

- 1 Unless otherwise noted, refunds must be requested before a program meets for the second time or no refund will be issued. This can now be done by phone!
- 2 Learn to swim and ice-skating lessons require a one-week notice for a refund.
- 3 Refund requests for trips and one-day programs must be received two weeks before the program meets to be eligible for a refund. Refunds within two weeks will be considered only if the vacated spot can be filled by a wait-listed participant.
- 4 A \$3 service fee will be charged for all refund requests unless otherwise stated.
- 5 Refund requests will be processed within 10-15 business days.
- 6 Refunds for program fees paid by credit cards will be issued to the original credit card used.
- 7 **Adult Trips Refund Policy:** If a trip is cancelled by the Park District, a full refund will be issued. Trip refunds require the approval of the Superintendent of Recreation or his/her designee. If your registration can be filled by another patron from a waitlist, your fee will be refunded with only the service fee withheld. Unrecoverable costs (i.e., advance ticket purchases, meal purchases, etc) will be added to the service fee.
- 8 **PLEASE SEE PAGE 13 FOR SUMMER CAMPS REFUND POLICY.**