



Registration Information

Registration Policies

Register Early!

All participants should register no later than 48 hours prior to the start date of a program. Any programs that have not met the minimum registration requirement within 48 hours of the start date will be cancelled.

Proof of Age

Some programs may require proof of age. Birth certificates may be requested.

Registration Confirmation

Registration confirmations will not be mailed if you are registered in your first-choice programs. If you are placed on a waiting list or placed in your second-choice program, your payment will be processed and you will be mailed a receipt.

Refunds, Cancellations, & Transfers

The Barrington Park District reserves the right to cancel, postpone, or combine classes, and to change instructors without notice.

Class Refunds

A request for a refund/transfer must be received a minimum of five business days prior to the first day of class. Some programs may qualify for a prorated refund, if due to an injury or illness accompanied by a doctor's note. The refund will be based on the number of classes attended and the date the refund request is received. Enrollments paid by cash, check or credit card will be refunded by check. Refunds will be mailed to participants approximately 2-3 weeks after approval is received. Refunds will not be issued for make-up classes you are unable to attend.

Trip Refunds

Park District-sponsored trips that require pre-purchase of tickets are refundable only if: 1.) You find your own replacement; or 2.) We have a waiting list.

Class cancellations

If your class is cancelled by the BPD due to low enrollment, you will receive a full refund. It is not necessary to fill out a Refund Request Form; all refunds given due to class cancellation will be issued by check and will be mailed to the patron enrolled in the program within 10 business days.

Missed Classes

We're sorry, there are no makeups for classes you are unable to attend.

Tranfers

Transfers, minus a 10% service charge, will be granted at the time the charge is rendered.

In Case of Oops!

Complete details of program policies, procedures and guidelines are sometimes omitted from the program brochures because of space limitations. Also, errors in days, times, registration requirements, and fees may occur as well. We apologize for any errors that may occur in the brochure. When such errors do occur, we will advise you of the change as quickly as possible. We thank you for your patience and understanding when these situations arise.

Summer Program Registration Dates

Visit our website for further information at www.barringtonparkdistrict.org.

UNTIL APRIL 5 Resident Mail-in/Lottery

Resident mail-in/lottery begins when your brochure is received and ends Monday, April 5 at 5:00pm. Registrations will be processed in random order.

APRIL 12 Resident/Member Drop-Off Registration

Resident/member registration begins on April 12 and continues until the program begins. Registrations will be processed in the order that they are received. Registrations will be entered on a first-come, first-served basis.

APRIL 19 Open Registration/Non-resident Registration

Open registration and non-resident registration begins on April 19.

Mail-in, Drop-off, or FAX Registrations to:

Barrington Park District
235 Lions Drive
Barrington, IL 60010
FAX: (847) 381-8794

Call to confirm your faxed registration has been received within 24 hours. Visa/MC and checks are accepted. Please NO CASH. All returned checks will be charged \$15. Please fill out forms completely.

