

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

No refunds will be given once the first class has met unless a medical reason, verified by a physician, is received. A request for a refund must be received a minimum of five business days before the start of class. Refunds, minus a 10% service charge, will be granted up to two working days prior to the start of a program.

To request a refund, participants must fill out a Refund Request Form available at the Park District office. 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.

Transfers

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.

Non-resident Membership Rules:

- Membership expires on 3/1/10 and does not apply if your class/program begins after 3/1/10.
- Membership may only be applied to the summer 2009 pool season and to the 2009-10 school year for Preschool and Kindergarten KEEP (will not apply to the 2010-11 school year or summer 2010 pool season).

Winter/Spring Program Registration Dates

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

DECEMBER 14

Resident/member drop-off registration

Resident registration begins on December 14 or when your brochure is received. Registrations will be processed in the order that they are received. Registrations will be entered on a first-come, first-served basis.

DECEMBER 28

Open registration/Resident/NON-RESIDENTS

Open registration for all classes begins December 28.

See page 69 for Registration Information and Registration Form.

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.

**ACTIVITY PASS:
KEEP IT FOREVER!**
If you have a Pool, Golf, Fitness Center, or Aerobic pass, hold on to it! It is your permanent pass for all future BPD activities. Just re-load and go! (A \$5 fee applies for lost cards).

