PLEASE READ all the registration information listed. It will help registation go SMOOTHLY for all of us.

REGISTRATION POLICIES

SUMMER 2017

ON-LINE REGISTRATION

Please read instructions carefully.

- Online registration for residents in will open at 8:30 am on Friday, April 7, 2017.
- You may access our online registration at https://recregistration.wsprings.com or www.wsprings.com/recreation.
- All family members in all households will need to have a birth date on file in order to register online. The system will not enroll a person without this information.
- This system is only to register for classes. You will not be able to add members to your household, change birth dates, transfer or cancel classes. You must contact the Rec Dept 3-5 days before registration day so we can make the changes for you.
- You will be able to update your address, phone numbers and email addresses at any time.
- Online Registration for programs ends at midnight, 2 days prior to the start of the program. After this deadline, you will have to register through the Rec Dept.
- For your convenience, a Special Needs box for SEASPAR/allergies, can be checked during registration and you will be contacted by the Recreation Department. All other special requests must be handled through the Rec Dept in writing or in person.
- Phone lines will be open the day of registration to handle online registration questions ONLY. Other business matters may have to wait until Monday. The Rec Dept will not be open for walk-ins

NEW HOUSEHOLDS:

Customers may create their account online at https://recregistration.wsprings.com. We highly recommend that you set up your household prior to registration day, as new households cannot be activated on the registration day.

New accounts will be reviewed and activated by the Recreation Dept. New WS Residents must bring in proof of residency. When your account is activated, you will receive an email notification. You will not be able to register for classes until you receive this email. Please read above for additional registration information.

If you find any difficulty with this online system, please don't hesitate to contact us.

Registration Procedures (Mail In/Fax/Drop Off)

- Complete Registration Program Application on page 38 (or a copy). Write legibly or type in all required information including name, address and phone. Read the waiver and sign the form.
- One (1) family may register per envelope. Do not include Applications from other families.
- Enclose the Application in an envelope. One envelope per family – multiple envelopes with the same Application will be invalid.
- Include credit card information (Visa/MC/Discover with exp date) or a check payable to Western Springs Recreation for the appropriate fees. See Registration Policies for partial payment.
- Incomplete or illegible forms or incorrect checks may delay the processing of your form.
- Mail, fax or drop off completed forms and check to the Western Springs Recreation Dept., 1500 Walker St, Western Springs, IL 60558
- Resident Only Registration - registrations must be received by 4:30 p.m. Thursday, April 6. Registrations will be accepted and accumulated as soon as the brochure is mailed.
- To ensure equal opportunity, all registrations received by 4:30 p.m. on Thursday, April 6 will be pulled in a random order and entered into the computer beginning Friday, April 7. This is a random system and will not follow the order of the postmark or drop off date. Online registration will open at 8:30 am and happen simultaneously with the random process.
- The Recreation Office will be closed Friday, April 7 for registration processing.
- Resident Only Registration will continue Monday, 10, 8:30 a.m. to 4:30 p.m. Registration will be on a first come, first serve basis, and based on availability of classes.
- Nonresident/Open Registration begins online at 8:30am Monday, April 17. Nonresident forms can be mailed or dropped off at the Recreation Center, 1500 Walker, prior to April 17. Lottery registration for mail-in forms take place first from 8:30 a.m. to Noon. Walk-in registration begins next, starting at Noon, first come, first serve.
- A receipt confirming enrollment status and fee payment will be mailed or emailed. Any overpayments will be placed as a credit on your recreation Household account.

CANCELLATION/REFUND POLICY: A $5.00 service fee will be charged per family member for all cancellations requested beginning the first day of registration until 4:00 pm the Friday before the start of a session. A prorated percent of the class fee less a $5.00 service fee and any direct program material costs will be refunded thereafter - unless the program is canceled by the Recreation Department or a physician's excuse is presented. Programs that meet 1, 2 or 3 times only require two business days notification. Refunds can be credited to your Household account, back to the original credit card or a check will be issued. Placing a credit on your recreation Household account will occur within 24 hours. Refund checks will be issued approximately thirty days after notification of cancellation. No refunds for absenteeism. No refunds after trip deadline.

PROGRAM CHANGE POLICY: No fee will be charged to transfer from one recreation program to another until 4:00 pm the Friday before the start of a session. Anytime thereafter, a $5.00 fee will be charged for any program transfers.

Info you should know! See page 32.

Registration Policies

- A Registration Application must be completed for all programs.
- Fees must be paid at time of registration and are listed in the brochure per session unless otherwise stated.
- The Rec Dept reserves the right to correct or modify program information due to errors, omissions or changes. Errors can happen in printing so please check our website for the most current information/corrections/changes before registration.
- Telephone registrations are not accepted.

Fax registrations (708-246-1309) are accepted when paid by credit card (Visa/MC/Discover only) and $25.00 minimum. If you choose to fax, please call the Recreation Office at 708-246-9070 to verify receipt of your fax.

* All credit cards transactions will be assessed a 1% convenience fee on the total amount of the transaction. It will appear as a separate charge on your credit card statement.
- An assessment may be charged for any rejected credit card payments per Village of WS policy.
- Returned checks will be charged a fee per Village of WS policy.
- Fees listed in the brochure are for Western Springs' residents and grade school students that attend any school in Western Springs or at LaGrange Highlands School, and high school students that attend Lyons Township High School. Resident fees are noted as "R".
- Nonresident fees are 25% more than resident fees unless otherwise stated. Nonresident fees are noted as "NR".
- Classes falling on Memorial Day (May 29), Independence Day (July 4) and Labor Day (Sept 4) will not be held or made up unless arranged by the instructor.
- If scheduling permits, canceled dates will be made up but not necessarily on the same day or time.
- For fee totals over $200.00, half may be paid at registration and the remainder paid within 30 days. This option not available online. Must register through the Rec Office.

Program Application

Summer 2017

☐ In order to better serve participants, **PLEASE CHECK THIS BOX** to inform us of any special needs, accommodations, severe reactions/ allergies, or medical conditions that may impact the participant's enjoyment in the programs. We will then call to discuss appropriate and further actions after your registration is completed.

PLEASE PRINT ALL INFORMATION ONE PERSON/CLASS PER LINE. Unless otherwise notified, participants are enrolled when Rec Dept receipt is issued. If you do not receive a receipt, please call the Rec Dept at 708-246-9070.

	6-Digit Code	Code Letter/s	Day	Activity Name	Registrant's Name	Grade in fall	M/F	Birthdate (Mo/D/Yr)	Fee
ONE									
	2ND CHOICE								
TWO									
	2ND CHOICE								
THREE									
	2ND CHOICE								
FOUR									
	2ND CHOICE								

PARTICIPANT LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT

Please read this carefully and be aware that by registering for and participating in programs or by registering your minor child/ward for participation in programs you will be waiving your rights and/or the right of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of programs and you will be required to indemnify, hold harmless and defend the Village of Western Springs for any claims arising out of participation in Recreation Department programs.

RISK OF INJURY: "As a participant in the programs, or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities associated with Recreation Department programs."

WAIVER OF INJURY CLAIMS: "I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the programs."

RELEASE FROM LIABILITY: "I do hereby fully release and discharge the Village of Western Springs and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I or my minor child/ward may have or which may occur on account of participation in the programs.:

INDEMNIFY AND DEFENSE: "I further agree to indemnify, hold harmless and defend the Village of Western Springs and its officers, agents, and employees from any and all claims from injuries, including death, damages, and losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the programs."

In the event of any emergency, I authorize the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my minor child's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand and agree to the above stated conditions of participation.

TOTAL ENCLOSED $

TENNIS TOKEN ORDERS

FAMILY – All names listed under "Registrant's Name" will receive a token.
INDIVIDUAL – Please indicate the person receiving the token under "Registrant's Name."

W.S.T.A. Membership/Resident

440558 A Family ($25)_____
440558 B Individual ($15) _____
440558 C Compet. Doubles_____

Tennis Tokens/Resident

440558 D Family ($12)_____
440558 E Individual ($6) _____

☐ Check here if any information has changed. **NOTE:** All receipts sent via email. Please print legibly.

PLEASE PRINT! You MUST SIGN Waiver for application to be processed

Parent/Guardian Name _____ (PLEASE PRINT) Primary Ph_____

Signature_____ Date_____

Address_____

City/Zip_____ School _____

Emergency Ph _____ E-mail _____

PAYMENT METHOD:

☐ Check ☐ Cash ☐ VISA ☐ MasterCard ☐ DISCOVER NETWORK

Card # _____ Exp. Date _____

Name as it appears on credit card_____

Fax (708) 246-1309 • Tel (708) 246-9070 • www.wsprings.com/recreation