

# PROGRAM APPLICATION

## SUMMER 2020

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 and received. If you do not receive a receipt, please call the Rec Dept.

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

**TOTAL ENCLOSED \$**

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.

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 \_\_\_\_\_ E-mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_ School \_\_\_\_\_  
 Home Ph \_\_\_\_\_ Emergency Ph \_\_\_\_\_

### PAYMENT METHOD:

Check  Cash      

For credit card payments, a 1% non-refundable convenience fee will be added to total transaction as a separate charge.

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

**Fax (708) 246-1309 • Tel (708) 246-9070 • [www.wsprings.com/recreation](http://www.wsprings.com/recreation)**

# REGISTRATION INFORMATION

**Resident Reg. Starts: April 3 at 8:30am**

## CAMPS, SPORTS & TENNIS

Spring Tennis.....May 11 – June 6 (4 wks) (No class Mon, May 25)

Summer Programs.....June 8 – July 18 (6 wks) (No class Friday, July 3)

Safety Village.....June 15 – June 25 (M-Th, 8 days)

Late Summer Programs.....July 20 – August 7 (3 wks)

Harvest Tennis.....August 10 – 29 (3 wks)



## NEW HOUSEHOLDS:

Customers may create their account online at <https://reregistration.wsprings.com>. We highly recommend that you set up your household prior to registration day, as new households cannot be activated on that day. New accounts will be reviewed and activated by the Recreation Dept. New WS Residents must submit 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. If you find any difficulty with this online system, don't hesitate to contact us.

## ONLINE RESIDENT REGISTRATION:

**Opens Friday, April 3, 2020, 8:30 am. You may access our online registration at <https://reregistration.wsprings.com> or [www.wsprings.com/recreation](http://www.wsprings.com/recreation).**

- All family members in all households will need to have a birth date and grade 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. We cannot do these changes on registration day, but you are 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. (Program will say "Unavailable" online.) After this deadline, you will have to register in person, by fax or email through the Rec Dept.
- For your convenience, a Special Needs box for SEASPAR requests or allergies notifications, can be checked during registration and you will be contacted by the Recreation Dept for follow up. 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.

## DROP OFF/MAIL-IN/FAX REGISTRATIONS:

Due Thursday, April 2, 2020, 4:30 pm

### RESIDENTS:

Drop off/Mail-in/Fax registrations must be received by 4:30 p.m. on Thursday, April 2nd, at 1500 Walker St. Random registration for these forms will take place starting at 8:30 a.m. on April 3rd simultaneous with online registration.

### NON-RESIDENTS:

Online registration begins at 8:30 am on Mon, April 10th. Non-Resident forms can be mailed/faxed/dropped at the Recreation Center, 1500 Walker, prior to April 10th. Lottery registration for mail-in/fax/dropped off forms takes place 8:30 a.m. on April 10th simultaneous with online registration.

## REGISTRATION POLICIES & PROCEDURES:

- The Recreation Office will be closed Friday, April 3 for registration processing.
- Registrations will be accepted and accumulated as soon as the brochure is mailed.
- Complete a Registration Program Application (or a copy). Write legibly or type in all required information including name, address, phone and email. Read the waiver and sign the form. Incomplete or illegible forms or incorrect checks may delay the processing of your form.
- 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. Telephone registrations are not accepted.
- If you choose to fax, please call the Rec Office at 708-246-9070 to verify receipt of your fax.
- All credit cards transactions will be assessed a non-refundable 1% convenience fee on the total amount of the transaction. It will appear as a separate charge on your credit card statement and not on your receipt.
- 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.
- A receipt confirming enrollment status and fee payment will be emailed. Any overpayments will be placed as a credit on your recreation Household account.
- To ensure equal opportunity, all registrations received by 4:30 p.m. on Thursday, April 2 will be pulled in a random order and entered into the computer beginning Friday, April 3. This is a random system and will not follow the order of the postmark or drop off date.
- 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.
- Fees listed in the brochure are for Western Springs' residents and grade school students that attend any school in Western Springs or at La Grange Highlands School, and high school students that attend Lyons Township High School. Resident fees are noted as "R". Nonresident fees are noted as "NR".
- Classes falling on Memorial Day (5/25) and July 3rd will not be held or made up.
- 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.
- Late Registrations: Programs will generally not be prorated if registering within the first 2 weeks of the program start date.

---

## PROGRAM CANCELCATION POLICY

- **Cancellations before the session starts:** 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.
- **Cancellations after the session starts:** A prorated percent of the class fee less a \$5.00 cancellation fee and any direct program material costs will be refunded unless the program is canceled by the Recreation Department or a physician's excuse is presented.
- No refunds will be issued after the 3rd week of the session or halfway through the class, whichever comes first.
- If you cancel a class on the day the class starts or meets, you will be charged the prorated fee for that day, in addition to a \$5.00 cancellation fee.
- Programs that meet 1 or 2 times only require three business days notification.
- Refunds can be credited to your Household account, back to the original credit card or a check will be issued. Refund checks will be issued approximately within thirty days after notification of cancellation.
- No refunds for missed classes. No refunds for unused punch cards.
- No refunds after trip deadline.

## PROGRAM TRANSFER 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. After the session starts, a \$5.00 transfer fee per family member will be charged for any program transfers.

## PHOTO/VIDEO RELEASE

Photos or videos are periodically taken of participants in classes and special events. Please be aware that these photos are for Village use only and may be used in future Village publications, on our website or in marketing materials.

## RECREATION POLICIES

**FEE ASSISTANCE:** If you are aware of any children who are being denied the right to participate in recreation programs due to the fee structure, kindly inform the Rec Dept. Requests will be considered on an individual basis.

**BEHAVIOR STANDARDS:** The following standards are set to ensure that all participants can have an enjoyable time while participating in the programs and activities listed in this book. It is unacceptable behavior to use profanity or other inappropriate language; to be disrespectful or show non-compliant behavior; to cause intentional damage or defacing of property; to cause continuous disruptive behavior to classes or programs; or to exhibit any aggressive act (hitting, kicking, biting, etc) which is initiated or in retaliation. Temporary removal or permanent suspension from the program and/or facilities may result if behavior standards are not maintained.

## PICNIC KITS

Weekend picnic kits are available at the Recreation Office. Each kit contains a volleyball set, softball, bat, throw down bases and a kickball. Kits are available on a first-come-first-serve basis. There are only two kits available each weekend so please reserve a kit in advance by calling the Recreation Department at 246-9070. The rental fee is \$15.00, with a \$25.00 cash deposit required. Kits are to be picked up by Noon on the Friday before the reservation and returned by Noon on the following Monday (when the cash deposit will be returned).

## PARKING LOT RESTRICTIONS AT THE RECREATION CENTER

When parking at the Center on the dates and times below, cars must park in the smaller lot next to the Cul de Sac. Do not park in the big lot due to Theatre of Western Springs shows.

- Thur. thru Sun, Feb 27-Mar 1, 7-10 pm
- Sun., Mar 1, 2-5 pm
- Thur. thru Sat, Mar 5-7, 7-10 pm
- Sat. & Sun., Mar 7 & 8, 2-5 pm
- Thur. thru Sun, May 28-31, 7-10 pm
- Sun., May 31, 2-5 pm
- Thur. thru Sat, June 4-6, 7-10 pm
- Sat. & Sun., June 6 & 7, 2-5 pm

**NOTIFY ME!!!** Stay connected with the Recreation Department or any of the Village departments. See Notify Me on the HOME PAGE of [www.wsprings.com](http://www.wsprings.com). You will receive texts on current events and programs. Likewise, please notify us with your suggestions and comments.

## RECREATION DEPARTMENT OFFICE HOURS & PHONE NUMBERS

Western Springs Recreation Center  
1500 Walker St.  
Monday - Friday: 8:30 am - 4:30 pm  
Office 708-246-9070 | fax 708-246-1309

[www.wsprings.com/recreation](http://www.wsprings.com/recreation)

**RECREATION OFFICE** 708-246-9070  
 • Weather Hotline – rainouts 708-246-9070 X419  
 • FAX to Recreation Office 708-246-1309

**BUILDING SUPERVISOR** 708-514-1923  
 • Evening & weekend on-site supervisor for building needs and other general questions or help.

**RECREATION CENTER**  
 • Jo's Footwork Studio 708-246-6878  
 • Kensington School of WS 708-246-3491  
 • Montessori School of WS 708-246-9696

**GRAND AVENUE COMMUNITY CENTER**  
 • Grand Ave. Preschool 708-246-2270  
 • WS Historical Society 708-246-9230  
 • Senior Center 708-246-3299

**VILLAGE HALL | [www.wsprings.com](http://www.wsprings.com)**  
 • Office 708-246-1800

**PARK DISTRICT | [www.wspark.org](http://www.wspark.org)**  
 • Office 708-246-4225

**SEASPAR | [www.seaspar.org](http://www.seaspar.org)**  
 • Office 630-960-7600