

Program Application

2019 WINTER/SPRING

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
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

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 _____ E-mail _____
PLEASE PRINT
 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 _____

REGISTRATION INFORMATION

Resident Registration Starts: Fri, December 7, 2018, 8:30am

SESSIONS 1, 2 & 3 2019

Holiday Session: December 24 – January 4

Session 1: Mon, Jan. 7 – Sat, Feb 23 (7 weeks)

(No class Jan. 21–MLK Jr. Day and Feb. 18–President’s Day)

Session 2: Mon, Feb. 25 – Sat, April 20 (7 weeks)

(No class March 25-29–Spring Break and Good Friday, April 19)

Session 3: Mon, April 23 – June 8 (7 weeks)

(No class May 27–Memorial Day)

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 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, December 7, 2018, 8:30 am

- 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 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, December 6, 2018, 4:30 pm

RESIDENTS: Drop off/Mail-in/Fax registrations must be received by 4:30 p.m. on Thur, Dec 6 at 1500 Walker St. Random registration for these forms will take place starting at 8:30 a.m. on Dec 7 simultaneous with online registration. Resident registration continues as a walk-in with first come, first serve basis on Mon, Dec. 10 at the Recreation Center.

NON-RESIDENTS: Online registration begins at 8:30 am on Mon, Dec 17. Non-Resident forms can be mailed/faxed/dropped at the Recreation Center, 1500 Walker, prior to Dec 17. Random registration for mail-in/fax/dropped off forms takes place 8:30 am to Noon on Dec 17 simultaneous with online registration. Walk-in registration begins next at Noon, first come, first serve.

Registration Policies & Procedures

- The Recreation Office will be closed Friday, December 7 for registration processing.
- Registrations will be accepted and accumulated as soon as the brochure is mailed.
- Complete a Registration Program Application on page 30 (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, December 6 will be pulled in a random order and entered into the computer beginning Friday, December 7. 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 MLK Jr. (1/21), President’s Day (2/18), Good Friday (4/19) and Memorial Day (5/27) 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.

Program Cancellation 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 two 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 Commission

Al Fink, Chairperson
 Christopher Krohe
 Martin Lagler
 John Mikulich
 Erin Piotrowski

SEASPAR Representative

Ray Jasica, Board Member

Commission Meetings

The Western Springs Recreation Commission meets the 1st Monday of the month at the Rec Center, 1500 Walker St, at 7:00 p.m. The meeting is open to the public and the Commission invites your comments and suggestions.

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.

See page 31 for Information on Community Centers and Mutual Cooperation.



Recreation Dept Staff

Tracy Alden, CPRP, Director of Recreation
 Rita Ligeikis, CPRP, Rec. Coordinator
 Cheryl Powers, Administrative Assistant
 Elizabeth Chenelle, Administrative Assistant
 Kyle Robare, Office Staff
 Pam Florczak, Office Staff
 “mic” Cagney, Senior Center Coordinator
 Dave Evans, USPTA

*CPRP is a national certification in the Parks & Recreation field indicating compliance to educational and training standards.



Recreation Dept. Office Hours & Phone Numbers

Western Springs Recreation Center
 1500 Walker St.

Monday - Friday: 8:30 am - 4:30 pm
 Office 246-9070 | fax 246-1309

www.wsprings.com/recreation

(Phone #s are 708 area code unless otherwise noted)

RECREATION OFFICE 246-9070

- Weather Hotline - rainouts 246-9070 x419
- FAX to Recreation Office 246-1309

BUILDING SUPERVISOR 514-1923

- Evening & weekend on-site supervisor for building needs and other general questions or help.

RECREATION CENTER

- Jo's Footwork Studio 246-6878
- Kensington School of WS 246-3491
- Montessori School of WS 246-9696

GRAND AVENUE COMMUNITY CENTER

- Grand Ave. Preschool 246-2270
- WS Historical Society 246-9230
- Music Makers 246-8222
- Senior Center 246-3299

PARK DISTRICT

- Office 246-4225
- Permits www.wsparks.org

SEASPAR

- Office 630-960-7600

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