

Winter 2012 Registration Dates

Thu., Nov. 17	Submission of registration forms begins
Wed, Nov. 30	Spring Soccer online registration begins at noon.
Thu., Dec. 1	Resident winter programs online registration and form input begins at noon
Mon., Dec. 5	Nonresident, phone-in and walk-in registration begins at 8:30 a.m.

3 Easy Ways to Register

1. Online

At www.napervilleparks.org using our RecEnroll online registration system.

2. By Form

Mail or drop off:

Naperville Park District Administration Building,
320 W. Jackson Ave., Naperville, IL 60540
or

Naperville Park District South Maintenance Facility,
3415 Book Rd., Naperville, IL 60564

Drop off only:

Alfred Rubin Riverwalk Community Center,
305 W. Jackson Ave. in Naperville

Mailed and dropped-off registration forms for programs will be accepted from the onset of delivery of the Program Guide. Registration forms will be processed concurrently with online registration in the order they were received.

3. In Person or by Phone

In person at the Administration Building, South Maintenance Facility or ARRCC or by phone at 630-848-5000.

What You Need Prior to Using RecEnroll

A Park District account is necessary before accessing RecEnroll. Proof of residency within the Naperville Park District is required by submitting one of the following documents: driver's license, preprinted personal check or City of Naperville utility bill. The account holders must reside in the residence that is attached to the account address. Clients added to the account must be family members who live at the account address. Current account holders who have a change of residency are required to re-verify proof of residency. Please call to verify account information such as dates of birth, current school grades, e-mail addresses and telephone numbers. This process is necessary for successful online registration.

Barcode and account PIN number: Please contact the Park District or e-mail recenroll@napervilleparks.org with the text "Barcode and PIN request" in the subject line. These account numbers are necessary for successful online registration. Once the Park District assigns you a barcode and account PIN number, you may use the automated request located beside the account log in. Just type in your account email and your barcode and PIN will be sent to you automatically.

Register with a Friend: Please state "buddies" on your registration form and staple together (limit two). A second option is online registration together. Please submit your registration forms as soon as the Program Guide is delivered. This increases the possibility that you will be enrolled in the same class. Resident registration forms submitted jointly with nonresident forms will be processed on the nonresident date.

Class Cancellations/Changes: You will be notified 72 hours prior to a class cancellation and we will offer an alternative selection when available.

Wait Lists: When registering by form, and if your first and second program choices are full, you will be placed on a wait list for your first choice. Online wait listing is available. Please wait list for one selection per activity.

Refunds: Refund requests must be made in person or via phone during regular office hours. We do not accept requests by e-mail or voicemail.

- All refunds will include a \$5 service charge if received 72 hours prior to the start date. Some designated courses required one-week notice.
- Requests within 72 hours of the course start are prorated less the \$5 service charge with the exception of one day courses.
- If the course is half over, no refunds will be issued unless refund qualifies as a medical refund.
- Program supplies are nonrefundable and will be deducted from the refund total.
- Youth soccer withdrawal request within 72 hours of the practice day will require proration of the number of practice weeks plus the \$5 service charge.
- Refund requests for Centennial Beach memberships must be requested in writing prior to opening day.
- Tickets, including plays, trips, transportation, activities and parking tickets/permits are nonrefundable.
- Medical refunds require a doctor's note explaining the injury or illness and must be submitted within ten business days of the missed class. Trip cancellations made at any time for medical reasons will not receive a refund unless we can replace you with someone from the wait list.

Transfers: Transfers may be made before the second class of the course and within the current session.

Registration Information continued on the following page.

Course Confirmations by e-mail: You will receive an e-mail confirmation of your registration, or registrations may be viewed in your online account. Those customers without e-mail will still receive confirmation. Refunds are not issued for non-receipt of confirmations.

Senior Fees: Discounted fees for individuals 60 and over are available for programs (excluding trips or externally ticketed events). The discount is not available online. The 20% senior discount must be requested in person or noted on your registration form.

Program Fee Scholarships: Application for consideration of a full or partial waiver of fees is available at the Park District Administration Building, located at 320 W. Jackson Ave., or on our website.

Nonresident and School District Resident (SDR): Households that are not residents of the Naperville Park District are required to pay higher fees than those charged to Park District residents. When a school facility is used, the resident and school district resident (SDR) fees are the same. A school district resident (SDR) is a person that lives within the boundaries of School Districts 203 and 204 and pays taxes to either school district, but does not contribute to Naperville Park District taxes. This would include those who live in a bordering town or those who reside in unincorporated areas of Naperville. These individuals are eligible to pay the SDR rates for programs held at facilities of School Districts 203 and 204. For other programs held outside of the school districts, nonresidents will be charged the nonresident rate. Nonresidents who move into the Naperville Park District boundaries may receive a nonresident refund on a registration if they reside in Naperville prior to the first class date. The customer has two weeks after the class begins to provide the Park District with proof of residency; after two weeks, there will be no refund.

Waivers of Liability: To participate in any Naperville Park District program, you must sign a waiver releasing the Park District of any liability.

Participant Behavior: The Park District expects participants to exhibit appropriate behavior at all times. Guidelines have been developed to help make our programs safe and enjoyable for all participants.

Photo/Video Policy

Entrance into the Parks and Park District Facilities and participation in our Programs is a public act and such persons may be photographed or recorded on video, including being photographed or videotaped by Park District Staff and its subcontractors for promotional purposes. The program waiver is intended to further highlight this possibility for all participants, including parents of minor children, but such waiver is not a prerequisite to the possibility of being photographed or videotaped. Where possible, requests for copies of photos/video will be honored at the expense of the requestor.

Pet Policy

Leashed and attended dogs are welcome in many of our parks, provided their owners clean up after them. Pets are prohibited in areas where signage states in addition to picnic areas, athletic fields and children's play areas. Pet owners walking their dogs on the Riverwalk, or through Knoch Knolls or DuPage River parks may use the "Mutt Mitts," which are provided for their convenience. In other areas pet owners are asked to bring a scooper or provide their own waste collection container.

Park Watch

Seemore, the Eagle Eye Park Watch mascot is counting on residents to use their "eagle eyes" to spot and report crimes, damage or suspicious activities occurring in their parks. Call the Park Watch hotline at 630-848-5050.

The Remembrance Tree Program

Commemorate a special event or create a living memorial by planting a tree in one of our available parks. For \$500, a tree of your choice will be planted and accompanied by a solid bronze plaque. Please call 630-848-5022 for details.

Youth Ambassadors Program

This group, comprised of high school students from Districts 203, 204, and local private and parochial schools, actively develops and promotes positive activities for their peers. Past successful events hosted by this group include Battle of the Bands and Mr. Naperville. Students interested in representing their school should contact their school's Dean of Student Activities or Assistant Principal. For more information on the program, call 630-848-3540.

Notice of Possible Changes in Program Guide Listings

The policies, procedures, requirements, programs, fees and facility availability contained in this brochure, represent Park District programs and policies at the time of publication. At times, changes in programs and policies are necessary or desirable after the publication of this guide, but prior to the commencement of programs or facility operations. In order to provide the best services, programs and facilities to our customers, the Naperville Park District reserves the right to add, change, modify or delete any program information or policies after they have been published.

We will attempt to make a reasonable effort to provide prompt notice of any changes in the information provided, but the extent of the notification or its timeliness can not be guaranteed. We apologize for any inconvenience; your understanding and cooperation are appreciated.