




EARLY LEARNING CENTER REGISTRATION FORM

MAIL/IN PERSON
Takiff Center
999 Green Bay Road, Glencoe, IL 60022

FAX
(847) 835-7279

Please fill out all fields to complete your registration.

Family Last Name		Parents' First Names	
Address		Unit #	City/State
Zip Code	Home Phone #	Cell Phone # (REQUIRED)	
Email (Required for Park District contact only)			
Emergency Contact		Emergency Phone #	


 We encourage participation by everyone and provide reasonable accommodations in accordance with ADA standards. If you require program assistance for special needs, check the box to be contacted by the appropriate program manager, or you may contact us directly at 835-3030. A diagnosis is not necessary.

Activity #	ELC ONLY	First Name	Birth Date (M/D/Y)	Birth Cert.	Gender	Registration Fee (non-refundable)*
	ELC Preschool			<input type="checkbox"/> On File	M F	\$125
	ELC Preschool			<input type="checkbox"/> On File	M F	\$125

These children are twins; please link. *The Registration Fee is a separate fee and will not be applied toward tuition.

Yes, I would like to make a donation to CARE (Community Access to Recreation for Everyone Scholarship Fund) \$ _____

Payment Information

Cardholder's Name _____	TOTAL Payment \$ _____
Card Number (Visa/MC) _____	
Card Expiration Date _____ / _____ V-Code (3-digit) _____	
Cardholder Signature _____	

Visa/Mastercard Cash Check # _____

Monthly Auto-Charge Authorization (EARLY LEARNING CENTER ONLY)

Yes, I would like to use my credit card for monthly automatic payments for Early Learning Center. I understand that my signature below authorizes the Glencoe Park District to charge my credit card, noted on this form, the monthly tuition fee, starting September 1. This monthly fee will be posted to my billing account on the first business day of each month. Should my child need to transfer or drop this program, I will notify the Registration Office at (847) 835-3030. The Park District will then adjust or cease billing as needed. Cancellation of an automatic charge card posting is accepted by written authorization ONLY and must be received before the first of the month. I realize that it is my responsibility to notify the Park District office of changes to my credit card information on file. I further understand, should my credit card be declined for any reason, I will be issued a bill for the amount due and a \$10 fee may be added for the declined card. Although payment is required by the 15th of each month, a \$25 late fee will be automatically be posted to my account if payment is not received by the last day of the month. For accounts more than 60 days past due, participation in the program may be suspended until full payment is received.

x _____
Cardholder's Signature **Date**

Waiver & Release

I have read and agree to the waiver on the back of this page. Registration is not valid without waiver signature(s).

x _____
Participant's Signature (18 years or older or parent/guardian) **Date**

IMPORTANT

For you and/or your child to participate in Park District programs, you must carefully read both the Waiver and Release on this page. Your signature (required on front side) signifies that you agree to these terms and conditions.

Waiver and Release

Please read this form carefully and be aware that in signing up for and participating in programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you might sustain as a result of participating in any and all activities connected with and associated with said programs/activities (including transportation services/vehicle operation, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims against the Glencoe Park District and School District 35, including their officials, agents, volunteers and employees (hereinafter collectively referred to as "Park/School District"), which I may have (or that accrue to me) as a result of participating in these programs/activities. I do hereby fully release and forever discharge the Park/School District from any and all claims for injuries, damages, or loss that I may have or which may accrue to me arising out of, connected with, or in any way associated with these programs/activities. I have read and fully understand the above important information, warning or risk, and waiver and release of all claims. If registering via fax, I understand my signature shall substitute for and have the same legal effect as an original form signature.

Conduct Policy

The Glencoe Park District reserves the right to expel or deny participation to any person in any program, event or facility whose behavior interferes or disrupts the quality of those offerings or the staff or other participants engaging in them. Children's parents or guardians shall be notified of the first incident; the second incident shall require the presence of a parent at a meeting with the instructor and a Park District Administrator/Program Manager; a third incident may result in an expulsion of the child from the program, event or facility.

Program Participant Contact Roster Policy

The Park District frequently receives requests from program participants, or from their parents/guardians, for names and telephone numbers of other participants in a particular program. The Park District is willing to provide this information so that participants or their parents/guardians may coordinate their activities in connection with the program. Names and telephone numbers will be included in a class/activity contact roster that is available to other participants in that specific program or to their parents/guardians upon request. If you DO NOT wish to have the name and telephone number of the Registrant above to be included in the contact roster for the program you have registered for, you must contact the Park District in writing five days prior to the date the program or activity begins. The Park District is not responsible for the content of any communications made or received by program participants or their parents/guardians, or for the use or further distribution of such contact information by other participants. Unless you notify the Park District that you do not wish to allow this contact information to be given to other participants, by signing this waiver and release you agree to waive and release the Park District from any liability of any kind with respect to the inclusion of the name and telephone number of the Registrant in the contact roster for the program(s) for which you are registering, in addition to the other matters to which the waiver and release applies.

Parental Sportsmanship Agreement

This agreement is between you, the parents, and the referees and coaches of the Glencoe Park District. This agreement is intended to prevent parental intervention into the playing of the game.

One of the perceived problems with athletics is inappropriate parental complaints and overzealous actions toward the players, coaches and referees during the playing of the game. Your "job" as a parent is to root for your child and your child's team, not to complain about the referee's calls or the coaching and decision making of the volunteer parents. Athletics provides an opportunity for our children to learn about good sportsmanship in a team sport environment. They do not often learn this in school. They learn sportsmanship by example; and you, the parent, are your child's best example. By signing the registration form, you agree to be an active (or passive), but positive, fan at the game; not a disruption. The first offense for disrupting an athletic game or event or others' enjoyment of the game, will result in a warning to the parent and possible suspension from attendance for one game. A second offense will mean that you will not be allowed to attend your child's games or event for the remainder of the season. If you continue to attend your child's games after a second warning or continue as a disturbance in any way, you and your child will be removed from the team roster/program for the remainder of the season.

Participants with Allergies

Participants with allergies, such as to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create safer surroundings and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent(s) and/or guardian(s) complete and submit a Food Allergy Action Plan and other required forms a minimum of seven (7) days prior to the participant's first day of attendance to allow time for accommodations and to train appropriate staff. Forms may be obtained at the Takiff Center main registration desk.

Photo & Video Policy

Photos and video footage may be taken of participants in a class, during a special event or at the District's parks and facilities. These photographs are for Park District publications, fliers, brochures, posters, or online use. All photos and videos taken on Park District property are for Park District use and become its sole property. If you do not wish to be part of photos or videos, please notify Park District staff at that time. For further information, please call the Park District's Marketing and Communications Manager at (847) 835-3030.

PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not on the reverse side of this waiver. A signature is required for each participant 18 years old or older and one signature for all minor children/dependents.