

REGISTRATION

The Macomb Park District reserves the right to alter schedules and cancel or add programs. Full payment is due at the time of registration. Participants must complete an enrollment waiver annually before participating in any program that involves registration. A parent/guardian must complete waiver forms for participants under 18 years of age.

HOW TO REGISTER FOR PROGRAMS:

A. **Walk-in:** Macomb Park District is open Monday - Friday 8:00 a.m. - 4:00 p.m. at 1406 N Randolph ST. Register before the programs listed deadline. Cash, check or credit card may be used for payment at the office.

B. **Call In:** Registration is available over the phone at (309)833-4562. All participants must have a current waiver on file to register via phone. Credit Card may be used for payment through phone registration.

C. **Mail In:** Mail registration, waiver (if necessary), and check made payable to the Macomb Park District to 1406 N Randolph St., Macomb, IL 61455.

D. **Online:** Registration is available online. All participants must have a current waiver on file to register via internet. Credit/Debit Cards may be used for payment through online registration.

SCHOLARSHIPS

To assist persons with financial need in program participation, scholarships are available at the Macomb Park District Office to people residing within the Macomb Park District boundaries, who qualify. Applications **MUST** be submitted at least *TWO WEEKS* before a program starting date, to be considered.

RESIDENCY

Proof of residency is required when registering for a program, reserving a shelter, or other fee situations where park district resident receive a discount. R=Resident of the Macomb Park District, NR=Non-Resident of the Macomb Park District. A driver's license or voter's registration card may be used as proof of residency.

PAYMENT

Payments via MasterCard, Visa, check (made payable to the Macomb Park District), or cash are accepted for registration.

RETURNED CHECKS

There is a \$25.00 charge for all returned checks plus bank charges.

CANCELLATION

Programs may be canceled due to inclement weather or insufficient enrollment. Please call 837-PARK (7275) for cancellation updates.

REFUNDS

In the case of a program cancellation, a full refund will be issued with the exception of trips and special programs. If a participant cancels his/her registration five working days prior to the first program date, a full refund will be issued. If canceled less than five working days prior, half the registration fee will be refunded. Refunds **WILL NOT** be made **AFTER** the **FIRST DATE** of the program.

AGES/GRADES

Programs are built to meet the specific development stages and interests of distinct age groups. Make sure you or your registrant meets the age or grade requirements by the first meeting of the program. The Macomb Park District reserves the right to deny registration for a class where age or grade specifications are not met.



Macomb Park District

PROGRAM POLICIES