



Registration Policies

- Registration is on a first come, first served basis.
- Register early. Decisions to cancel classes are determined one week prior to the start of the program.
- Registration forms will not be processed unless a waiver is signed and dated.
- Cash, personal checks, money orders, Visa, MasterCard or Discover are accepted for all registrations.
- There is a \$25 service charge for any returned check.
- Transfers from one class to another, when space permits, can be made in-person at any Skokie Park District facility by completing and signing a transfer form.

Refund Policy

The Skokie Park District constantly strives to offer quality recreation programs. If a program did not meet your expectations a prorated refund will be processed.

- For all activities, passes and memberships a pro-rated refund will be given when requested in person to a customer service representative.
- Childcare (Preschool, Tot Learning Center and SPACE) changes, cancellations or deposit refunds must be presented to the Program Supervisor.
- Trips are eligible for a refund up to seven days prior to the event unless otherwise stated in the program description. Tickets are not eligible for refunds.
- In order to process a refund request, a refund request form must be completed and presented to a Customer Service Representative. Any credit due from a refund will be first applied to any household balance that exists. If money is due back, a refund check will be mailed. All refund checks are processed within two business days of receipt of the original request.

Residency

For purposes of registering for a park district recreation program or purchasing a park district service and/or facility pass or membership, the individual's primary residence must be within the Skokie Park District boundaries. Any owner of real estate within the boundaries of the Skokie Park District, and paying taxes to the Skokie Park District, but residing outside the boundaries of the park district, will be considered a resident of the Skokie Park District, as will his or her immediate family. Immediate family is defined as: husband, wife, life partner, and children whose primary residence is the real estate owner's household. Proof may be required. Current exemptions: Morton Grove residents may register for Skatium programs at resident rates. Evanston residents may register for pool passes at resident rates. Non-residents that attend School District #69 receive resident rates for SPACE and summer camp programs.