

Please read information carefully before filling out registration form:

Registration Policy

1. Programs will be filled on a first-come, first-served basis.
2. All programs will have a minimum and a maximum enrollment.
3. Waiting lists will be formed after a particular class is filled.
4. The park district works hard to schedule programs at your convenience, but under extreme conditions, reserves the right to change facilities, time, dates, and instructors. You will be notified prior to change.
5. If a park district program is scheduled at a school facility, school programs have priority.
6. We cannot accept telephone registrations for any park district activity. Registrations must be made by online, mail, fax, or in person during regular office hours. We also have an after-hours drop box attached to the front door of the Community Center.
7. Mail-in registrations (with payment and registration form included), unless notified otherwise by park district personnel, are automatically registered for the classes indicated. If not admitted, individuals will be notified and receive a full refund. To register by mail, please detach and complete the registration form, enclose a check made payable to the Frankfort Square Park District and mail to:
Frankfort Square Park District
7540 W. Braemar Lane
Frankfort, Illinois 60423.
8. All payments must be **paid in-full** at time of registration.
9. Non-residents will pay an additional 25% for programs.
10. The park district reserves the right to adjust any incorrect program fees that were due to printing errors.
11. A \$5.00 “transfer” fee will be assessed to each participant wishing to change programs or sessions. Program changes will not be processed until transfer fee is rendered.
12. A \$10.00 service charge will be assessed for any returned check and any future registrations will need to be paid in cash.

Resident Status

A map showing the park district boundaries can be viewed at the park office by persons who may question their resident status. Due to bulk mailing requirements, we are unable to control exact mailing addresses.

Registration Refund Policy

1. Refunds will be submitted at the park district monthly board meeting. Board meetings are the third Thursday of every month. Refunds will be mailed the next business day.
2. 100% refund will be given whenever the park district cancels a program or activity due to insufficient program registration.
3. A full refund, less a \$5.00 service charge (per program) will be granted if the request is submitted prior to **three business days** before the start of the program or activity. All refunds for programs must be requested “in-person” at the park district office.
4. **No** refunds will be given after the start of the program.
5. **No** refunds on “league” programs once teams are set-up.
6. One week notice of cancellation is necessary in order to obtain a full refund on any park district trip. (Less a \$5.00 service charge.)
7. **No** refunds for certain special events. (i.e.; Lunch with Bunny, one-day parties or trips)

The Frankfort Square Park District is not responsible for lost or late mail.

Mail-in, drop-off, or fax your completed registration form along with your check or credit card number to:
Frankfort Square Park District
7540 West Braemar Lane
Frankfort, IL 60423.

Please place the appropriate registration form, check, or credit card number in a sealed envelope and drop off at the Frankfort Square Park District Administration Building, 7540 West Braemar Lane. Be sure to include the program number and remember to sign the waiver. Please read all registration instructions carefully because some programs have special registration requirements or registration deadlines. Include the registration form with a check or credit card number for the correct total fee. Please include your phone number on the check and make your check payable to the Frankfort Square Park District.

All checks will be processed. Your check is your receipt. If you would like a confirmation, please include a self-addressed, stamped envelope. If there is a discrepancy with a program, you will be notified immediately.



**Frankfort Square
Park District
Administration Building**

7540 West Braemar Lane
Frankfort, IL 60423

Phone: (815) 469-3524
Fax: (815) 469-8657
Email: info@fspd.org

Visit us at our website at: www.fspd.org

Office Hours:

Monday, Tuesday, Thursday	9:00 am - 5:00 pm
Wednesday and Saturday	9:00 am - Noon
Friday	9:00 am - 4:00 pm

Mission Statement

It is the mission of the Frankfort Square Park District to provide accessible, non-discriminatory recreational services, facilities, and open space in an environmentally conscious, fiscally responsible manner.

College Scholarship Program

The Frankfort Square Park District College Scholarship Program was founded in 2006 by the Park Board of Commissioners, seeking to provide funds for college-bound seniors who reside within the borders of the FSPD. Since its inception, the park district has provided \$27,000 in \$1,000 awards, thanks to the support of area businesses, local organizations, and tournament participants.

2010 College Scholarship Recipients

The achievements of the 2010 scholarship recipients were found to be exemplary among a field of outstanding applicants, and Board Members congratulate the following individuals: Lauren Blouin, Alex Cox, Jimmy Hermle, Melanie Kachinsky, Denis Lawlor, Alexa Pennington, Kelsey Stremplewski, Layne Waleski, Nick Wozniak

Fall 2010 Registration

Resident online registration begins Monday, August 2, 2010 at 7:00 am. At this time, you will need to use your Username and Password that was provided by the park district. If you have any problems registering online, please contact our office staff during normal business hours and we will be happy to assist you.

We strongly encourage online registration as it has priority over mail-in, drop off, or in-person registration.

Reminder: Online registration will close one day prior to program start date.

When logging out of our online registration system, please always use the SIGN OUT option and not X out of the page. Your household will lock out registration until you log in and log back out again.

Registration Dates:

Resident Online Registration
begins **Monday, August 2, 2010 at 7:00 am**
Non-Resident Registration
begins Wednesday, August 4, 2010

Sorry, no phone registrations accepted.

The Frankfort Square Park District program registration form is located on page 50. For complete registration information, please see page 51.

Be sure to register early - programs fill quickly.

Any Questions?

Please contact our main office at:
Phone (815) 469-3524
Fax (815) 469-8657
Website: www.fspd.org

