

REGISTRATION INFO

CODE OF CONDUCT

BEHAVIOR: Participants are expected to exhibit appropriate behavior at all times.

The following guidelines have been developed to make park district programs safe and enjoyable for all participants. (Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.) Participants shall show respect to all participants/staff, refrain from using foul language, refrain from causing bodily harm to other participants/staff, show respect for equipment, supplies and facilities, and comply with all other posted or published rules and guidelines. **DISCIPLINE:** A positive approach will be used, to the extent reasonably possible. The park district reserves the right to dismiss a participant or exclude persons from future use or access to facilities for failure to comply with this code. Each situation will be evaluated on its own merit.

AMERICAN WITH DISABILITIES ACT NOTICE

People with and without disabilities are encouraged and invited to register for all Park District programs of interest. The Park District is committed to complying with the Americans with Disabilities Act ("ADA") and all other applicable laws regarding nondiscrimination. If you or a family member has a disability and are interested in participating in or attending Park District programs or activities, the Park District will make reasonable accommodations to facilitate that opportunity, such as providing auxiliary communication aids and services, revising policies and practices, removing barriers, selecting available alternate activity sites or taking other appropriate action. To assist Park District staff in making appropriate accommodations, we urge you to contact us reasonably in advance of program participation and discuss the necessary accommodation with our ADA Officer, Jeff Wait at (847) 965-0290 or jwait@mgparks.com.

The ADA Officer will work closely with the Maine-Niles Association of Special Recreation's (M-NASR) Inclusion Manager to provide for your individual needs. Families of individuals with disabilities should contact M-NASR (847) 966-5522 to discuss the individual's participation in the program of choice. The Relay System number is (800) 526-0844.

INCLUSION SERVICES

The Morton Grove Park District welcomes participation in all programs and activities by individuals with disabilities and special needs. The Morton Grove Park District is committed to inclusion and providing public recreation services in the most integrated setting in which interaction between people with and without disabilities is provided to the maximum extent feasible. The Morton Grove Park District works cooperatively with the Maine-Niles Association of Special Recreation (M-NASR) to facilitate successful participation for participants who register for inclusive programming.

If you have a special need or request for reasonable accommodation in accordance with the Americans With Disabilities Act, and to assist Park District staff in addressing such need or request, we strongly urge you to contact the Park District in advance and in a timely manner, or indicate what these needs are on the application forms in this brochure. Please understand that failure to provide timely and appropriate notice of a special need and/or request for reasonable accommodation may result in a delay in registration. When feasible and appropriate, the Park District asks that requests for reasonable accommodation be made at least 10 business days in advance of any activity or program.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating and all other circumstances inherent to indoor and outdoor recreational activities programs exist. It must be recognized that it is impossible for the Morton Grove Park District to guarantee absolute safety.

PHOTO/VIDEO RELEASE

Photos and videos are periodically taken of participants in Morton Grove Park District activities. All persons registering for Park District programs/activities or using Park District property thereby agree that any photograph or video taken by the Park District may be used by the Park District for promotional purposes including its electronic media, videotapes, brochures, flyers and other publications without additional prior permission and without compensation to the participant.

WAIVER

Morton Grove Park District is a member of Park District Risk Management Agency (PDRMA). PDRMA is a self-insured pool that provides liability, worker's compensation, and property insurance to its agencies. PDRMA does not provide medical accident insurance. As a part of its loss control program, PDRMA requires each agency to have its participants sign a "Release and Hold Harmless Agreement" for all activities. The agreement is located at the bottom of each registration form and is provided along with league roster information.

10% MILITARY DISCOUNTS

Military discounts available to active duty, active reserve, veterans, retired military and immediate family members. Call registration at (847) 965-1200 for more information.

COOPERATIVE PROGRAMMING

Morton Grove residents are able to register for select programs offered by the Skokie and Niles Park Districts at the resident rate. Visit these districts on the web or call for more information.

Skokie Park District
skokieparks.com | (847) 674-1500

Niles Park District
niles-parks.org | (847) 297-8010

ACTIVITY GUIDE CHANGES / ERRORS

Due to the large amount of information available in the Morton Grove Park District seasonal program guide (brochure), errors before or after publication may occur. We apologize for any errors in this document and will advise you of any changes as quickly as possible. Thank you for your patience and understanding when these situations arise.

REFUND POLICY

GUIDING PRINCIPLES

It is the intent of this procedure to make possible the refunding all or part of the registration fees and charges regardless of individual reasons for withdrawal from the program. Requests for refund must be in writing, either by letter or by using the form provided by the District. The reason for the request must be included. It is further recognized that certain administrative costs are inherent in processing refunds and an attempt shall be made for the District to recover these administrative costs.

GENERAL SCHEDULE OF REFUNDS

1. An administrative fee of \$5.00 shall be deducted from the amount of refund to offset the cost to the District of processing the refund.
2. A full refund, less the fee, will be granted if application for refund is filed with the office at least two weeks before the start of the program, unless special refund procedures are stated in the program brochure. For example, preschool and camp programs have separate refund procedures.
3. Refund requests received less than two weeks prior to the start of the program or after program has begun will only be granted after supervisory approval and are subject to proration and/or reduction for non-recoverable expenses.
4. Annual fitness memberships will only be given with a written medical excuse from a doctor or when the member is relocating. These requests are subject to proration from the date of the request.
5. Short-term fitness memberships and seasonal pool passes are not refundable.
6. Full refunds are issued if the District cancels the program/activity.
7. No refunds will be issued after the 2nd week of a program or once 50% of the program has been completed, whichever is shorter.
8. It can take up to 30 days for the District to process a refund by check and up to two weeks if by credit card.
9. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

PRESCHOOL/BASE/B4 CARE REFUNDS

1. A \$100 non-refundable deposit is required at the time of registration.
2. Refunds will only be granted after supervisory approval and are subject to proration.
3. Full refunds will be issued if the District cancels the program/activity.
4. It can take up to 30 days for the District to process a refund by check and up to two weeks if by credit card.
5. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

DANCE REFUNDS

1. An administrative fee of \$5.00 shall be deducted from the amount of refund to offset the cost to the District of processing the refund.
2. A full refund, less the fee, will be granted if application for refund is filed with the office at least two weeks before the start of the program.
3. Refund requests received less than two weeks prior to the start of the program or after program has begun will only be granted after supervisory approval and is subject to proration.
4. Refund requests received after the published registration deadline will require supervisory approval and will be subject to proration and costume fees.
5. Full refunds will be issued if the District cancels the program/activity.
6. No refunds will be issued after December 1.
7. It can take up to 30 days for the District to process a refund by check and up to two weeks if by credit card.
8. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

SUMMER CAMP REFUNDS

1. A \$35/session non-refundable deposit is required at the time of registration.
2. A refund (minus the deposit) will be granted if the request is received at least two weeks before the start of the camp session.
3. Refund requests received less than two weeks prior to the start of the camp session or after the session has begun will only be granted after supervisory approval and are subject to proration.
4. Full refunds will be issued if the District cancels the program/activity.
5. No refunds will be issued after the first week of the session.
6. It can take up to 30 days for the District to process a refund by check and up to two weeks if by credit card.
7. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

RETURNED CHECK POLICY

There is a service charge of \$25 for all returned checks.

DECLINED CC POLICY

There is a service charge of \$25 for all declined payment plan transactions.

CANCELLATIONS

If a class does not have sufficient registration one week prior to its beginning, it could be canceled.

DO WE HAVE YOUR EMAIL ADDRESS ON FILE?

The Park District uses email addresses to send important information and updates on programs, facilities, and events. Some of our households are missing an email address or the one we have on file is no longer valid.

If you have not recently registered for any programs online, please contact guest services by phone to make sure we have a valid email address in your household.

HOW TO REGISTER

HOW TO REGISTER ONLINE Go to mortongroveparks.com. Click on the REGISTER NOW button in the top right corner. There you can log in.

RETURNING USERS If you have a membership or have previously registered for any Morton Grove Park District program, you already have a Webtrac account; **YOU DO NOT NEED TO CREATE A NEW ACCOUNT**. If you forgot your username and password, click on the forgot username or password, and the information will be emailed to you. The username is the email of the primary household member.

NEW TO MORTON GROVE? A household account is required for online registration. For a new customer to use our online registration system, a new user must first create a household account in RecTrac. Once a household account has been created for your family, RecTrac will automatically create your web credentials. RecTrac will use the Primary Household Member's email address as the username by default. When creating an account, you will create a password.

PLEASE NOTE: You must have a date of birth on your account, or you will not be allowed to register online. You will see the login window and proceed with the username. New to Morton Grove. In Rec Trac, a newly created household will be set as a non-resident until you bring into Guest Services proof of residency. Two forms of identification are required to establish residency (State ID and utility bill (Nicor, Water, or ComEd)).

PAYMENT PLANS

The Morton Grove Park District offers a payment plans for Fitness memberships and designated recreation programs. An automatic debit is processed on a monthly basis from either a checking or credit card account. There is a service charge of \$25 for all returned checks. In addition, for every payment that is declined via the automatic payment plan, there will also be a \$25 service charge.

DEFINITION OF RESIDENCY*

Anyone living within the geographic boundaries of Morton Grove is considered a resident. Students currently enrolled in Kindergarten through 8th at the following **Morton Grove Public Schools will be given the resident fee for certain recreation programs.**

- District 67: Hynes & Golf
- District 63: Nelson & Melzer
- District 70: Park View
- District 69: Edison
- Jerusalem Lutheran
- District 807: Julia S. Molloy
- MCC Full Time School

ACCEPTED PAYMENT

- Credit Card: Visa, Mastercard, Discover, and American Express
Registration made with an invalid credit card will not be processed.
- Cash
- Check (make checks payable to Morton Grove Park District)

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