



2021-22 School Year Geneva Park District Kids' Zone Registration Packet

Registration Procedure

All registration and payments will be accepted at Sunset Community Center, 710 Western Avenue or the registration packet may be emailed to info@genevaparks.com or faxed to 630-232-4569 *Online registration is not available for Kids' Zone.*

- A \$50 registration fee is due at the time of registration.
- Currently enrolled students will be given first opportunity to register.
- Payment is due in full. You may pay the tuition in full at time of registration or sign up for EZ Pay; automatic monthly payments from a debit or credit card; Visa, MasterCard, Discover or American Express.
- Child must attend a Geneva District 304 school to participate.
- After September 13, 2021, participants must be registered **by the Wednesday prior** to the week they wish to begin attending, provided space is available.

You will be notified via email if your child has been registered or waitlisted.

Completed registration includes Detailed Participant Profile Form (Digital), Registration Form, \$50 registration fee and payment/arrangement.

Cancellation & Payment Information

The Geneva Park District office must receive an application for refund by 10 business days prior to the child's last day of attendance. **An application for refund must be completed as cancellation verification.** Refunds will be prorated. Refunds will be given if the participant moves out of the district, withdrawals from the program or for an extended medical leave (5 or more consecutive days) with a doctors note. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons or other temporary child care arrangements.

For EZ Pay payments, the first payment will be charged on **August 18, 2021**. Eight (8) additional monthly payments will be charged on the first business day of the month from September 1, 2021 through April 1, 2022. **Please note: we are no longer able to split payments between multiple credit cards or family members.**

Credit / Debit cards that are declined will be charged a \$25 service fee by the Geneva Park District. In addition, a late fee of \$10 will be charged. After the 10th of the month, the child will be suspended from the program until the account is brought up to date. After 30 days the child will be withdrawn from the program.

Important Dates

- **March 2:** Priority Registration forms are due from currently enrolled Kids' Zone Participants. *(After March 2, you will no longer be guaranteed a spot in the Kids' Zone program and your registration forms will be placed in general registration to be randomly processed beginning March 17.)*
Current KZ participants: You are only guaranteed registration for the status your child is currently attending. If space is available we will randomly process additional requests.
- **March 16:** New participant registration forms are due.
- **March 17:** Random processing of new participant registration forms begins. You will receive an email confirmation indicating your registration status of enrolled or waitlisted. *Please allow up to 1 week for random processing to be completed.
- **August 18:** First payment charged for EZ Pay / First day of school.

Attention!
Registration packets received after August 1st will be placed on a waitlist and may not be eligible until September 13, provided space is available.

2021-22 Registration Fees



Geneva
PARK DISTRICT

* Times, prices, and dates are subject to change. Monthly fees are based on the total program fee divided by 9 equal monthly payments. If you enroll in our program after school begins your total amount due will be based on the remaining days left in the school year. Therefore, your first payment will be higher, and remaining payments will be in line with our monthly payments. We do not take payment in May, however the children attend thru the end of the school year.

AM ONLY

\$50 Registration Fee
(9 monthly payments)

	1st child	*Additional Child
5 day	\$184/month	\$149/month
3 day	\$121/month	\$99/month

PM ONLY

\$50 Registration Fee
(9 monthly payments)

	1st child	*Additional Child
5 day	\$328/month	\$265/month
3 day	\$217/month	\$175/month

AM & PM

\$50 Registration Fee
(9 monthly payments)

	1st child	*Additional Child
5 day	\$439/month	\$354/month
3 day	\$285/month	\$229/month

Geneva Park District
710 Western Avenue, Geneva, IL 60134
Phone 630-232-4542 | Fax 630-232-4569
www.genevaparks.org

Kelly Wales, Recreation Supervisor 630-262-2201 / kwales@genevaparks.com
Dawn Flesvig, Customer Service / Accounting 630-262-2220 / dflesvig@genevaparks.com
Lindsey Trotter, Recreation Assistant 630-262-2210 / ltrotter@genevaparks.com



KIDS' ZONE 2021-22 SCHOOL YEAR

Registration forms and payments will be accepted at Sunset Community Center, via email at info@genevaparks.com or faxed.

710 Western Avenue, Geneva, IL 60134 Phone: 630-232-4542 Fax: 630-232-4569

Completed registration includes Detailed Participant Profile Form (Digital), Registration form, \$50 registration fee and payment/arrangement. **(ONE FORM PER CHILD)**

Participant Name _____ Birth Date _____ Age _____

Entering Grade (fall of 2021) K 1 2 3 4 5 Gender _____

School your child attends (please check one): Fabyan Harrison Heartland Mill Creek Western Williamsburg

AM OPTIONS:

- 5 day | 6:30-8am
- 3 day | 6:30-8am

PM OPTIONS:

- 5 day | 2:15-6pm
- 3 day | 2:15-6pm

AM & PM OPTIONS:

- 5 day | 6:30-8am & 2:15-6pm
- 3 day | 6:30-8am & 2:15-6pm

If 3 day option was chosen, please indicate your 3 days: (must be consistent):

- Monday Tuesday Wednesday Thursday Friday

*If school returns to an A/B schedule we will adjust our program and payment schedule accordingly. Our program on the A/B schedule will be based on two semesters, 4 payments due per semester. Please note that the 2nd child discount is not available on the A/B schedule. Notification will be sent to registered families.

- Schedule A (Monday/Wednesday/Alternating Friday)
- Schedule B (Tuesday/Thursday/Alternating Friday)

- AM:** 6:30-8am
- PM:** 2:15-6pm
- AM & PM:** 6:30-8am & 2:15-6pm

Parent / Guardian Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell / Other Phone # _____

Email _____ Work Phone _____

By enrolling my child in the Kids' Zone program for the 2021-22 school year, I understand the following:

- 1. The Kids' Zone program is open according to the official school calendar of School District 304 and is closed during inclement weather days. *Schedule is subject to change. Institute Days, non-attendance days and school holidays are not included in the installment plan. During these days we offer Day Off Fun Zone, which requires an additional registration and fees.
- 2. I am responsible for the payment of the non-refundable \$50 registration fee, due at the time of registration.
- 3. I am responsible for the payment of monthly fees, which are due by the first of each month. The payments will be made in nine installments. I authorize the Geneva Park District to charge the credit card listed below for Kids' Zone payments. \$50 registration fee will be charged at the time of registration. The first payment will be charged on August 18, 2021 and eight (8) additional payments will be charged on the first day of each month beginning September 1, 2021 through April 1, 2022. You will not receive a bill. Payments that are denied due to insufficient funds or credit cards that are declined will be charged a \$25 service fee by the Geneva Park District. In addition, a late fee of \$10 will be charged. If a parent/guardian is delinquent on the child's account (payment has not been received by the 10th of the month that the payment was due), the child will be suspended from the program until the account is brought up to date. After 30 days the child will be withdrawn from the program.
- 4. In the event of any absences during the program hours/activities, I will be responsible for fees for time reserved, not actual time spent at the program. I understand that it is my responsibility to call the site and inform them of any absences. Failure to do so may end in dismissal of the program. Also, if my child/ward is ever picked up after 6pm, I agree to adhere to the policy and fees regarding late pick-up, as stated in the Kids' Zone Parent Manual.
- 5. The Geneva Park District office must receive application for refund by 10 business days prior to the child's last day of attendance. An application for refund must be completed as cancellation verification. Refunds will be prorated. Refunds will be given if the participant moves out of the district, withdrawals from the program or for an extended medical leave (5 or more consecutive days) with a doctors note. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons or other temporary child care arrangements.

Date: _____ Processed by: _____
 Enrolled WL #:

I agree to adhere to the stated policies and procedures of the Kids' Zone program as stated here and in the Parent Manual. I give my child/ward permission to participate fully in this program.

Payment Authorization Credit/Debit: MasterCard Visa Discover Am-Ex Card # _____

Print Name as it appears on card _____ Expiration Date: _____ CVV: _____

Payment Options: Pay in full EZ Pay—automatic monthly payments from a debit or credit card

Please note: \$50 registration fee will be charged at the time of registration. Please note: we are no longer able to split payments between multiple credit cards or family members.

Signature of Parent/Guardian _____ Date _____

Signature of Credit/Debit Cardholder: _____ Date _____
(if different from Parent/Guardian)