

Please read as our Procedures were recently updated to serve you better!

Registration for all of our programs and classes is on a first come, first served basis.

Proof of residency is required each and every time you register for a program. Participants will be charged nonresident fees without appropriate proof of residency.

For your convenience we have six easy ways for you to register: Walk-in, drop-off, fax, mail-in, e-mail and phone.

**Walk-in:** Walk-in registration will be taken on a first come, first served basis. Simply fill out the registration form completely, bring in proof of residency, along with payment in the form of check made payable to Streamwood Park District or complete the credit card information with your VISA, Master Card, or Discover card. The registration clerk will confirm the status of your registration at that time and your registration will be processed that same business day.



**E-mail:** Join the Streamwood Park District Internet Club (free!) and you can e-mail your registration. We will create a file in our office with your personal and credit card information prior to accepting any e-mail registration. For more information on e-mail registration, please call (630) 483-3025 or e-mail registration@streamwoodparkdistrict.org.

**Mail-in:** Complete your program registration form, along with proof of residency (copy of driver's license, etc.) and payment, and mail to the Streamwood Park District Registration Office, 550 S. Park Blvd., Streamwood, IL 60107-2000. Once the application has been processed, the registration clerk will contact you personally by phone to confirm the status of your registration.



**Phone:** Stop in at the Registration Office and fill out an annual "Waiver on File" form and show proof of residency. Once your paperwork is on file, you can simply call the registration office and register over the telephone using your credit card. If a registration clerk is not available when you call, please leave your name, telephone number, and the class number that you are interested in registering for; you will be contacted within 24 hours, or the next business day. (Note: due to additional forms that are needed for certain classes/programs, phone registration has some exclusions. Please call the office for more information.)

**Drop-off:** Drop off registration is accepted at any time. You will be notified of class status personally by phone. Fill out your program registration form completely and drop off at the Registration Counter or in the after hours drop box with proof of residency (copy of driver's license, etc.) and payment. Drop boxes are located inside and outside Park Place, 550 S. Park Blvd. for your convenience.





*For Your Protection: At times when we are hand-entering credit cards, not swiping the actual card through the machine, the credit card company asks for additional information to process your purchase. We may need to contact you to verify or receive additional information. Please understand that this procedure is for your protection and security.*

**Fax:** Fax registration is accepted at any time. Complete your program registration form and fax with proof of residency (copy of driver's license, etc.) and credit card payment only by completing the credit card information with your VISA, Master Card, or Discover card. Fax to the Streamwood Park District Registration Office directly at (630) 483-0562. You will receive a personal courtesy phone call confirming the status of your registration.

### Registration Office

Park Place Family Recreation Center  
550 South Park Blvd. (lower level)  
(630) 483-3025 • (630) 483-0562 Fax  
Monday - Thursday 8:30 a.m.-7 p.m.,  
Friday 8:30 a.m.-4 p.m., Saturday 9 a.m.-1 p.m.  
*Holiday Office Hours are listed on page 63.*

### The Legend

-  • Free Event or Class
-  • Contractual Class
-  • New Class or Event this Season.
-  • Personal Information Form (PIF) must be on file.

**Register Early – Classes and Programs fill quickly!**

# streamwoodparkdistrict.org

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