

Registration Information

4 Simple Ways To Register...



Online

www.huntleyparks.org

Be first in line! Visa and MasterCard payment only. See below for additional information.



Mail-In

Huntley Park District
12015 Mill Street
Huntley, IL 60142



Drop-Off & Walk-In

Huntley Park District
12015 Mill Street
Huntley, IL 60142

Residents: Registration begins as soon as you receive your brochure in the mail.



Fax

Visa and MasterCard payment only. Fax credit card number, expiration date, signature, and signed insurance waiver to 847-669-2836.

Have you moved, changed phone number or have a new email address? Contact the Park District to update your information at 847-669-3180 or info@huntleyparks.org.

General Information

The Huntley Park District reserves the right to cancel, postpone or combine classes for any reason found to be necessary by the staff. If insufficient enrollment causes an activity to be cancelled, participants will receive a **FULL REFUND**. *Please allow 2-3 weeks for the processing of refunds.*

We encourage you to register early so you will not be disappointed by a class being full or being cancelled due to low enrollment.

Refund Policy

A \$10 administration fee per activity will be assessed for each refund request form submitted prior to the program start date. **NO REFUNDS** will be made after a program has started except in the case of participant's illness. Written documentation from a physician must accompany refund request and refund will be prorated for any portion of program attended.

satisfaction guaranteed

The Huntley Park District is dedicated to providing high quality programs. If for any reason you are not fully satisfied with the programs, please contact the Park District at 847-669-3180. The Park District must be contacted in a timely manner and a refund request form completed prior to a refund to be considered. Completing a refund request form does not guarantee a refund. No refunds will be considered once a program has concluded.

Online Registration

In order to register online, you must have an account/household registered with the park district. If you have previously registered for a park district program, your information is already in our database. In order to obtain your account/household information, please call the park district at (847) 669-3180 Ext. 0. If you have not registered for a park district program, please come in and register in person at the REC Center.

The following programs are not available for online registration:

- *ET Before & Afterschool Program
- *Seedlings Preschool
- *Sprouts Preschool
- *Heat United Soccer
- *Performance Tickets
- *Group Fitness Classes
- *Group Fitness Membership
- *Day Camps (Grades 1-8)
- *Crafting University
- *Personal Training
- *Fitness Center Membership
- *Kids Club Babysitting
- *Adult Leagues
- *Programs with discounted sibling fees
- *Stingray Bay Passes
- *Stingrays Swim Team

Payments for Day Camp, Preschool and Extended Time may be made on-line once initial registration is completed.



Park District Information

Who Are The Residents of Huntley Park District?

You are considered a resident of the Huntley Park District if you pay taxes to the district and reside in our boundaries. A resident must show proof of residency (utility bill).

Importance of Registering Early

The Huntley Park District staff must set registration deadlines for a variety of programs. Registration deadlines are created due to the time frame it takes for staff to organize, order equipment, form rosters and create schedules. If a patron registers after the deadline or the program is filled prior to the deadline, they will be put onto a waiting list, but being enrolled on a waitlist does NOT guarantee eventual enrollment. Waitlists are taken up until one week before the program begins. Please make an effort to register early.

Popular programs do fill up quickly and space is limited. For programs that do not state a registration deadline, please realize for all programs to run efficiently, registration must take place one week prior to the beginning of the first class/program date.

Facility Rental

Huntley Park District has picnic shelters and rooms available for rent at a nominal rate. Please call Nancy at 847-669-3180 x301 for more information.

Photos/Video

Photos are periodically taken of participants in class, special events and at Huntley Park District's parks and facilities. Please be aware that these photos are for Huntley Park District use only and may be used in the District's publications, website and marketing.

Suggestion Box

The Huntley Park District has a suggestion box in the registration office at the REC Center. We are looking for your creative ideas in programming. We strive to do our best for the community and any suggestion you have will help us to better serve you. Please drop off or e-mail any suggestions you have to info@huntleyparks.org.

Lost Items

Personal items brought to the Huntley Park District are the responsibility of the individual. If something becomes lost, please check with the registration desk staff.

Conduct/Participant Guidelines

Participants are expected to exhibit appropriate behavior at all times.

1. Show respect to all participants and staff.
2. Refrain from use of foul language.
3. Show respect for equipment and facilities.
4. Dress appropriately for activities.

Discipline

The Huntley Park District will use a positive approach regarding discipline. The Huntley Park District reserves the right to dismiss a participant. Each situation will be evaluated on its own merit.

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his or her own actions. We use positive statements and reinforcements to redirect negative behavior. Should a child need more than that, a "time-out" period may be initiated.

We will handle disruptive behavior in the following manner:

1. The parent/guardian will be informed of the specific behavior. A memo will be given to the parent and a copy will be kept in the child's file.
2. If the behavior continues, the instructor will inform parents a second time.
3. If there is no change in behavior, your child will be dismissed from the class/program; a refund will be issued for the remaining class days. Each situation will be evaluated on its own merit.

Disruptive behavior is defined as any behavior that causes, or could lead to, personal injury of your child or others. Examples: hitting, kicking, throwing things, defying or running away, or any behavior that disrupts the normal class climate. Disruptive behavior, in the broad sense, is any behavior that takes an instructor away from the rest of the class for long periods of time. The Huntley Park District reserves the right to remove a participant whose behavior endangers the safety of themselves and others.

ATVs, Scooters, Bikes & All Motorized Vehicles

The use of motorized vehicles in our parks is strictly prohibited. No ATVs, dirt bikes or electric scooters are allowed in the Huntley Park District parks. Please be aware that the use of such vehicles inside the parks will result in the police being notified and action taken. These vehicles disrupt the community and cause damage to our parks. We would like to keep our parks beautiful and peaceful and to maintain an atmosphere of relaxation for our guests. We appreciate your cooperation.