

**2021-2022**  
**3 Year Old Preschool Registration Form**

**Registration Begins: Saturday, January 30, 2021**

*3 Year Old preschool is for children that are 3 years of age on or before September 1, 2021 and toilet independent. Please complete both sides of this form and return with the child's birth certificate, deposit (\$125) and proof of residency for Bartlett residents.*

Parent/Guardian Full Name \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Child's Name (Last and First): \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Current Student/Sibling of Current Student: Yes/No

I would like my child to attend the same time as (name and phone) \_\_\_\_\_

*We will try our best, but cannot always accommodate friend requests. No more than two children may be linked.*

**Class minimum 15, maximum 20**

**Location:** All classes are held at Bartlett Community Center Preschool. 700 S Bartlett Road

**Class Term: September 7, 2021 through May 20, 2022**

*Please select your top three choices by numbering 1, 2 and 3.*

Number	ID#	Day	Time
_____	92237-01	M/W/F	9:15-11:10am
_____	92237-02	Tu/Th	9:15-11:10am
_____	92237-03	Tu/Th	8:45-10:40am
_____	92237-04	M/W/F	9-10:50am

**Fees:**

*2 Day Program:*

Resident- \$1436 per year – Required deposit \$175.00 - Balance \$1261

Nonresident-\$1586 per year – Required deposit \$175.00 - Balance \$1141

*3 Day Program:*

Resident- \$1622 per year – Required deposit \$175.00 - Balance \$1447

Nonresident-\$1772 per year – Required deposit \$175.00 - Balance \$1597

### Special Modifications/ A.D.A

Please list any medications that need to be dispensed at programs, allergies, or describe special modifications needed for successful inclusion into the program. A two week notice is recommended. \_\_\_\_\_

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The Bartlett Park District reserves the right to photograph or videotape participants in Park District programs, facilities or parks for the District's promotional materials.

#### Registration Waiver & Release

*The Bartlett Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Bartlett Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for the below listed programs/activities must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.*

*You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.*

#### WARNING OF RISK

*Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. 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. Understandably, 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, slip and falls, 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 exist. In this regard, it must be recognized that it is impossible for the Bartlett Park District to guarantee absolute safety.*

#### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

*Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with these programs (including transportation services and vehicle operations, when provided).*

*I recognize and acknowledge that there are certain risks of physical injury to participants in these programs, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs against the Bartlett Park District, including its officials, agents, volunteers and employees.*

*I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.*

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Participant's Signature (18 years or older or Parent/Guardian)  
Signature is required for participation.

**Payment Options**

**Please complete this registration form and return to the Registration Counter.  
The following documents are required to complete the registration process:**

\_\_\_\_\_ Copy of current utility bill attached as proof of residency. Driver’s license cannot be accepted.

\_\_\_\_\_ Child’s certified birth certificate or passport must be brought in as proof of age.  
**Non-certified birth certificates, Hospital or Baptismal certificates cannot be accepted.**

\_\_\_\_\_ Voided check. (For Option #2 or #3 only)

Submit the deposit as listed on the Registration Form. Deposits are deducted from the listed class fees.

**Please initial to select your payment option:**

\_\_\_\_\_ **Payment Option #1.** I wish and agree to pay the balance in full by, plus a \$3 processing fee, in one EFT (Electronic Funds Transfer) payment to be processed on June 16. Payment may be set up with a voided check, which needs to be submitted with this application, or charged to your credit card number listed below.

\_\_\_\_\_ **Payment Option #2.** I wish and agree to pay the balance in equal payments, plus the \$3 per month processing fee, by EFT (Electronic Funds Transfer) processed on the 16th of the months of June through March. A voided check must be submitted with this application form.

\_\_\_\_\_ **Payment Option #3.** I wish and agree to pay the balance in equal payments, plus the \$3 per month processing fee. I agree to allow my credit card account to be automatically charged each month for the Bartlett Park District Preschool Program. My credit card will be charged on or about the 16<sup>th</sup> day, starting the month of June through March.

*Only fill out credit card information if choosing Payment Option #3*

**Account Holder’s Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **CID:** \_\_\_\_\_

Initial \_\_\_\_\_ A \$25 fee is charged for each bank refused payment or credit card decline.

Initial \_\_\_\_\_ I understand that I am responsible for updating payment information if I change banks, or credit card is lost/stolen/expired. A \$25 service fee will be charged if payment information isn’t updated by the 15th of the month.

**I have read, and fully understand the terms and agreement to all in full.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please see next page for deposit payment options & Preschool Cancellation Policy***

## Deposit Options and Cancellation Policy

### Deposit:

I am submitting my deposit by: \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_ CREDIT CARD

Account Holder's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CID: \_\_\_\_\_

### Preschool Cancellation Policy

- **Once registered, all deposits are non-refundable and non-transferable for any reason including enrollment elsewhere.**
- Refund requests must be submitted in writing to the Registration Office and are calculated as of the first working day received. The program cancellation form is available in person or online.
- Cancellation requests received July 15 through September 6, the total deposit, plus \$100, plus a \$5 processing fee is withheld.
- **There is no refunded, credit or transferable funds available after September 6.**
- The Bartlett Park District reserves the right to review and make final decisions on all refund requests.
- Once the program begins, if a replacement is found and registered, a portion of the total cost is withheld and an administration fee is also withheld. If no replacement is found, no refund will be issued.

**I have read in full, understand and agree to the above Preschool Cancellation Request Policy.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

### Office Use:

\_\_\_\_\_ Date Received

\_\_\_\_\_ Proof of Residency submitted

\_\_\_\_\_ Certified Birth Certificate or Passport submitted

### Payment:

\_\_\_\_\_ Deposit submitted

\_\_\_\_\_ Voided check attached for payment option #2 or #3

\_\_\_\_\_ All fields completed for payment option #4

Staff Initials \_\_\_\_\_

## Guidelines for Preschool Registration Process

### **Preschool Program/ Eligibility:**

This preschool program is a school year commitment, beginning September and ending in May. It is a play based program focusing to enhance social and emotional development. Through play, children will learn the importance of sharing, listening and cooperating with others. It is an excellent introduction to school.

All registrations require the child's birth certificate and deposit payment. Residents of Bartlett are required to show proof of residency.

**When you submit your forms at the registration counter a packet of required preschool documents will be handed to you, and are due back completed and all together in the packet by May 1 or one week after registration.**

**Completing and submitting form:** Number in order of preference ONLY classes your child can and will attend. Do not place a number next to a class that you do not desire or wish your child to attend. Use #1 as your most preferred and #2 as second and so on in a declining order. Complete and retain a copy for your records and reference. It is necessary that you read and agree to all policies as listed. Please do not assume that you will obtain your first class choice or even your second choice.

**When you submit your forms at the registration counter a packet of required preschool documents will be handed to you, and are due back completed and all together in the packet by May 1.**

### **Birth Certificates:**

A certified copy of your child's birth certificate will need to be presented at the time of registration. Staff will make a duplicate of the certified copy and keep it on file. Hospital or Baptismal or other certificates are NOT accepted.

If you are unable to produce a certified copy of the child's birth certificate you may provide one of the following documents to show proof of the child's age and identity: passport, visa or other governmental documentation. An affidavit or notarized letter must accompany any of the above listed documents.

The Bartlett Park District Preschool Program is required by law to notify the Illinois State Police or the Bartlett Police Department if a certified copy of the child's birth certificate or other acceptable documents are not submitted within 30 days of registration. You will be notified in writing that we have reported the missing documents to the police. Once the police have been notified you will have 10 additional days to supply the required documents.

### **Registration Procedures and Results**

A **nonrefundable deposit is required** to secure your child's space as listed on each form. In addition, you will be asked to **select the payment plan that best suits you**. Failure to maintain the payment schedule you have chosen can result in forfeiture of your child's class space and fees paid.

Staff double-checks forms for residency, age eligibility, completeness, and appropriate deposit. If a form is found not to meet the required criteria that applicant will be removed from the registration process. At any time should the information be found to be falsified in any way, the registrant will be removed from the program with all fees forfeited. ***Registration is processed as received.***

**Friendship request:** Limited to your child and one friend – no more than two children may be linked. Both children must be the same age and requesting the exact same number sequence of class choices. Forms must be completed and submitted at the same time and stapled together.

**Siblings/Twins/Triplets:** Each child must have their own form and the forms must come stapled together with the exact same class choices. No additional forms may be attached. Siblings in a 3yr and 4yr program may be stapled together. No additional forms may be attached.

### **Cancellation/Payment Plan Policies:**

The Preschool specific Cancellation Policy is included on the registration paperwork. Preschool families have the option of multiple payment plans. Parents/guardians choose their desired payment option upon registration.

***Both the Cancellation Request and the Payment Plan are agreed to through registration.***

**Confirmation of Results:**

You will receive a confirmation by email listing the days and time of your child’s class once they have been enrolled into the program. If you do not receive any form of confirmation by May 1 please contact the registration office at 630-540-4800.

**Physicals and Additional Requirements:**

**A physical is required for each child enrolled in the preschool program. Please submit the physical and additional registration requirements by May 1.**

**Physicals**

Please look over your child’s physical carefully before sending or dropping it off to make sure that all is completed. Your doctors’ signature should be noted and printed in 2 separate places. The back page includes a health history section (to be completed by the parent/guardian) and requires your signature. Please make sure you complete the top section of the physical with your child’s name, address, etc. **If there is any information missing, we will have to return it to you for completion. The physical is valid for two years.**

Children who are not fully immunized for medical reasons or religious beliefs must submit a written letter signed by your doctor. If a child is diagnosed with a vaccine-preventable disease, the non-immunized child will be excluded from the program until the school is disease-free.

**The TB test section of the physical cannot be left blank.** If a TB test was given, the test date and results should be documented in this section. If your doctor feels it is unnecessary for your child to be given a TB test, your doctor will need to state in the TB test section that the test was not required or attach a doctor’s note.

**Required Immunizations**

Poliomyelitis	3 doses
Measles	1 dose
Rubella	1 dose
Mumps	1 dose
Diphtheria/Pertussis/Tetanus (DPT)	4 doses
Haemophilus Influenzae B	4 doses (or 3 doses if combined with the Hep B shot)
Hepatitis B	3 doses
Varicella (Chicken Pox)	1 dose

**Lead Test:**

If your child DID NOT have a lead test done, a lead assessment needs to be filled out by the doctor.

**The Emergency and Health History Form is Due May 1**