



2019/2020

ENROLLMENT APPLICATION GUIDELINES

REGISTRATION DATES

Priority Pre-Registration Deadline – Friday, January 18th

Priority Registration is for children and siblings of children currently enrolled in the 2018/2019 C.A.R.E. Program. Families on the waitlist for the 2018/2019 C.A.R.E. Program must also submit their Enrollment Applications by January 18th to keep their current spot on the waitlist.

Lottery Application Period – Monday, February 11th – Friday, February 22nd

During this enrollment period, enrollment applications will be taken at the Park District Community Center (see below) during business hours. If we get more applications than available spots in the program, there will be a lottery the week of February 25th. Applicants will be notified by phone whether their child has a spot in the program or if they are put on the waitlist.

Open Enrollment Monday, March 4th Wednesday - July 31st & August 19th Ongoing

Anyone applying during the Open Enrollment period will be placed in any remaining spots in the program on a first come-first serve basis.

Registration Closed August 1st – August 18th

Enrollment Applications will not be processed from August 1st – August 18th and will resume August 19th for any remaining spots in the program.

Schedule Change Requests must be submitted to the Park District where you registered by the 25th of July in order to go in to effect at the beginning of the school year. Requests submitted after July 25th will be effective starting September 1st IF we are able to accommodate the schedule change.

WHERE TO APPLY

Enrollment application forms are available at the Palatine and Rolling Meadows Park District offices. You can also download the forms from the C.A.R.E. website: www.ccsd15CARE.net

Contact the Palatine Park District (250 E. Wood St., Palatine) to apply for:

- | | | | |
|---------------|--------------------|-----------------|------------------|
| - FC Whiteley | - GM Sanborn | - Hunting Ridge | - Jane Addams |
| - Lake Louise | - Lincoln | - Marion Jordan | - Pleasant Hill |
| - SR Paddock | - Thomas Jefferson | - Virginia Lake | - Winston Campus |

Contact the Rolling Meadows Park District (3705 Pheasant Drive, Rolling Meadows) to apply for:

- | | | |
|----------------|----------------|---------------|
| - Central Road | - Kimball Hill | - Willow Bend |
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REGISTRATION CANCELLATIONS

Refund requests received up to 10 days before school starts will receive a full refund, minus the \$25 registration fee. Contact your registering Park District to cancel your registration.

ENROLLMENT INFORMATION

- Complete the [Enrollment Application](#) and [Emergency Information Form](#) and turn it in to the Park District Community Center during business hours.
- Each child must have their own enrollment application form.
- **Automatic billing is required for C.A.R.E. accounts.** Payments will be withdrawn from your credit or debit card account on the 1st of each month August through April.