



Gray M Sanborn | Hunting Ridge | Jane Addams | Lake Louise | Lincoln
Marion Jordan | Pleasant Hill | Stuart R Paddock | Virginia Lake | Winston



CHILDREN'S ACTIVITY, RECREATION AND ENRICHMENT PROGRAM

2023/2024 ENROLLMENT GUIDELINES

The Palatine Park District's C.A.R.E. program provides quality childcare for children who attend school at the following locations:

Gray M Sanborn	Jane Addams	Lincoln	Pleasant Hill	Virginia Lake
Hunting Ridge	Lake Louise	Marion Jordan	Stuart R Paddock	Winston Campus

REGISTRATION DATES

Open Enrollment begins Monday, May 8

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 1 – August 31

Enrollment Applications will not be processed from August 1st – August 31st. Registration will resume September 1st for any remaining spots in the program.

Schedule change requests must be submitted to the Park District by the 25th of July in order to go into effect at the beginning of the school year. Requests submitted after July 25th will be effective starting September 1 if we are able to accommodate the schedule change.

WHERE TO APPLY

Enroll online (www.palatineparks.org) or in person at one of the Palatine Park District locations listed below.

Community Center
250 E. Wood St.
Palatine, IL 60067

Birchwood
435 W. Illinois Ave.
Palatine, IL 60067

Falcon Park
2195 N. Hicks Rd.
Palatine, IL 60074

REGISTRATION CANCELLATIONS

Registration cancellation requests received up to 10 days before school starts will receive a full refund, minus the \$60 registration fee. All approved refunds will be applied as a household credit unless otherwise requested. If another form of refund is requested, a \$5.00 processing fee will be applied. Contact Donna Orr to cancel your registration (dorr@palatineparks.org)

ENROLLMENT INFORMATION

- A separate Enrollment Application must be completed for each child.
- After your child is enrolled, you will receive an email from an organization called e-Pact. Once you receive that email, you will be prompted to create a profile to fill out all emergency contact information, medical information and sign any waivers. If you already have a file filled out for your child, you will be asked to confirm that all of the information is still up to date. Children may not attend the C.A.R.E. Program until we have the emergency information profile completed.
- **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 May.
- A \$60 non-refundable, non-transferable processing fee is due at the time of registration. Families will not be charged the registration fee until they are offered and accept a spot in the program.
- A discount is available for two or more children enrolled in the C.A.R.E program. The additional child(ren)'s fee is reduced by approximately 10%. Discounts are applied to the lowest priced options.