

TO REGISTER

You may come into the office to register during regular business hours, FAX, mail, or drop off after business hours in the lock box just outside the front entrance, or register online at

www.butterfieldpd.com/programs/register.

Please use the registration form on page 3 or you can download a PDF form from our web site.

Payment can be made in the form of check, MasterCard, Visa, Discover or cash (exact amount appreciated.) There will be a fee for all returned checks. (Online and FAXed registrations must be paid with credit card only.)

DEADLINE TO REGISTER

If you wish to join a class after it is already in session, please contact the office to see if arrangements can be made. Try something new! We encourage you and your family to try new classes. If after the first class you decide it is not for you, call the office to request a full refund. Please make sure to do this before the next scheduled class.

REFUNDS

All classes canceled by the park district will result in a full refund to registrants. Cancellation by participant must be done two business days in advance to qualify for a full refund. There is a \$5 processing fee for refund checks. Withdrawal from a program is refunded only:

- After first class, if not satisfied
- Doctor's note
- Evidence of a move with written request

SPECIAL EVENT REFUND POLICY

Due to the preparation and planning required for "Special Events", there will be no refunds issued after the registration deadline has passed. However, a full refund will be issued if requested before the registration deadline. The Butterfield Park District thanks you for your understanding.

**RESIDENT I.D.**

The Butterfield Park District provides programs and services for its residents at lower rates than those charged to non-residents. Proof of residence is required when registering for programs, pool passes, and any other use of Park District facilities. The Butterfield Park District issues resident and pool pass I.D. cards. Resident I.D. cards, which are used from year to year. An annual revalidation will be necessary at no cost. Revalidation will be held during summer registration dates. If a card is lost, a \$5 replacement fee will be charged.

This card is issued to Butterfield Park District residents only and is mandatory for all residents who wish to receive lower rates for programs, pool passes, free resident events, and facility rentals. If a parent is registering for a child under the age of 6, the parent must have a valid Resident I.D. card.

WANT TO BECOME A "RESIDENT"?

Individuals or families can register for programs at the resident rate by paying the same tax rate as residents. This includes all programs, events, pool pass membership, and preschool programs. It is based on the assessed value of your home and the Butterfield Park District's current tax rate. You will need to bring your tax bill into the office when applying for this option.

TO OBTAIN OR REACTIVATE A RESIDENT ID CARD

- Bring a form of picture ID (Driver's License, school ID, etc).
- Bring a current tax or utility bill showing your name and address.
- Complete an ID card and have your photo taken at the park district.

2 FEES?

The first fee listed is the Butterfield Park District resident fee.
The second fee listed is the Non-Resident fee