



CHILDREN'S ACTIVITY, RECREATION AND ENRICHMENT PROGRAM

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



ENROLLMENT GUIDELINES – 2024/2025 C.A.R.E. PROGRAM

The Palatine Park District's C.A.R.E. program provides quality childcare for children who attend an elementary school at the locations listed below. Children must attend school at the C.A.R.E. location they are applying to in order to be eligible to register for or attend the C.A.R.E. Program at that school. We are not able to accept transfers to a C.A.R.E. location if the student attends school at a different location in the district during the day.

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

REGISTRATION DATES

Priority Pre-Registration begins Monday, April 8 – Friday April 19

Once a child is admitted to the C.A.R.E. Program, families will be invited to re-enroll for the following year's C.A.R.E. Program during the pre-registration period (before enrollment is open to the public). Priority pre-registration will also be extended to siblings entering the C.A.R.E. Program. Students who are not re-enrolled during the pre-registration priority period will have to register during the open enrollment period and will not be given priority registration.

Open Enrollment begins Monday, May 6

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.

If your child registers for a Palatine Park District C.A.R.E. location and transfers to another school in Palatine, your CARE registration can be transferred to the new school. If they are transferred to a school outside of Palatine, you will have to withdraw from the Palatine Park District C.A.R.E. Program and register at either the Rolling Meadows Park District or the Hoffman Estates Park District (depending on the location of the school).

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.

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

ONLINE ENROLLMENT

- Login to your Park District account at Palatineparks.org.
- Click on the **Register Now** orange tab.
- Enter your Username and Password.
- Use the **Search** box to look up **Care**.
- Please select the correct school and then choose the corresponding Option and add it to your shopping cart, i.e., Hunting Ridge 510010, and then -02 for 5 days after school.
- If you need before school options, you will need to register for that.
- Answer all questions, list **Emergency Contact Information**, and fill out **Important Medical Information**.
- Under **Billing Option**, select **Care Monthly Billing 2024-25 Credit Card**.
- This will take you to the **Cardconnect** screen for you set up your EFT for the monthly billing.
- Complete the registration and follow through with payment information for the \$60 deposit.
- If you are experiencing any difficulties online, please call the Palatine Park District at 847-991-0333.

MONTHLY BILLING

- Automatic billing (EFT) is **REQUIRED** for C.A.R.E. registration. EFT information is due at the time of registration.
- C.A.R.E. bills are processed in 10 equal payments August 1st through May 1st.
- If your EFT monthly billing is declined, you are responsible for updating the EFT credit card and making payment online within 1 week of the billing date or a \$25 Late Payment will be charged to the account.
- All C.A.R.E. accounts must be paid within 1 week of the billing to avoid suspension from the program.

REGISTRATION CANCELLATIONS

Registration cancellation requests received by July 25, 2024 will receive a full refund, minus the \$60 registration fee. Any changes made after July 25 will be billed for the August 1 installment and any drops or changes will not take effect until the September billing installment.

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)