

# NSSRA Registration Information

## Registration Procedure

1. Complete in full and sign the Registration Form. Participant is NOT registered until the form is completed, signed, and received by NSSRA.
2. Payment must be included. You may enclose a check payable to NSSRA or charge the total amount on VISA or MasterCard. Please include card type, account number, expiration date, 3-Digit V-Code (on back of credit card) and your signature. Any outstanding balance must be paid before registration for next season can be accepted.
3. To register for several programs, please put the additional program information on the spaces provided on the back of the registration form.
4. Please complete the Fee Information section for all programs on the registration form in the space provided.

## Three Ways to Register...

1. Fax your registration form to (847) 509-1177. Be sure to complete credit card payment information.
2. Mail your registration form to NSSRA, 3105 MacArthur Blvd., Northbrook, IL 60062-1903. Payment by check or credit card must accompany form.
3. Drop off your registration form at NSSRA, 3105 MacArthur Blvd., Northbrook, IL 60062-1903. Payment by check or credit card must accompany form.

## Register Early!

We understand that it is not always possible to meet a deadline. However, if we receive your registration after our deadline date. Your registration will be held until we can determine if accommodations for your participation can be made. These accommodations include transportation capacity, staff assignments, and space limits at particular events. Please be assured that we will do our best to fit you in, or find another suitable program. The best way to

avoid being shut out is to **REGISTER BY MARCH 5, 2010.**

## Refund

A refund of the program fee minus 10% will be made only up to the second session of a program. There will be no refunds for cancellation after the start of the second session. Refunds, minus 10% and NSSRA prepaid costs (tickets, staff costs, etc.), are given for one time events and social clubs when participants give NSSRA at least one week's advance notice. When canceling for a medical reason, refunds are minus NSSRA prepaid costs only; NSSRA would require a note from your doctor. To receive a full refund of trip cost, you must cancel at least 90 days before departure date. Detailed trip cancellation policy will be mailed with your registration confirmation.

## Resident/Non-Resident Policy

If you live in one of NSSRA's ten partner park districts or two cities and one village, you are considered a resident. These include the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka, the Cities of Lake Forest and Highland, and the Village of Riverwoods.

Individuals residing outside the NSSRA boundaries (in an area that does not support NSSRA through tax dollars) must pay an annual Administrative Fee prior to registering for any NSSRA program. The Administrative Fee is determined annually. The Administrative Fee is approximately \$2,200. This fee allows participation in NSSRA programs through DECEMBER 31, 2010.

## Lottery

The lottery system was devised to provide all in-district participants with an equal opportunity to enroll in our programs. If a program is full and the waiting list has a minimum of four names, a lottery will be conducted for all in-district residents who register by the Deadline. The lottery will be conducted one week following the Registration Deadline. Participants who are lotteried out will be placed on a waiting list pending staffing and transportation. Out-of-district registrants and any registration

received after the deadline will be processed on a daily basis, first priority given to in-district participants.

## Financial Aid

Participants in need of financial assistance may request a Reduced Fee Application Form by contacting the NSSRA Registrar. Send in your Registration Form with the application and enclose a 15% deposit to reserve a place in the program. All requests are reviewed by the Executive Director, and you are notified of the decision in writing. Your deposit will be deducted from any balance due. Payment plans are available. Financial assistance is not awarded to out-of-district participants, for cooperative programs, special events, trips or transportation.

## Annual Information Form (AIF)

To better serve you and your child's needs, it is necessary for us to have a current AIF on file in our office. This form contains medical and other information that NSSRA needs to know in case of an emergency.

If you are new to NSSRA, please send your AIF to our office as soon as possible or one week prior to the start of programs. Should you need a current AIF, please call NSSRA. If we do not have your AIF on file, you will not be allowed to participate on the first program day.

## Use of BoardMaker

If participant uses a picture-making program such as BoardMaker, please indicate so on the Registration Form and our staff will work with you to facilitate its use at our programs.

## Brochure Accuracy

Every effort has been made to assure the accuracy of information contained within this brochure. However, errors can occur and circumstances may require adjustments to fees, schedules, locations, or other aspects. NSSRA reserves the right to make such adjustments and apologizes for any inconvenience these errors or adjustments may cause.

# NSSRA Transportation & Other Information

## Transportation Information

Program write-ups will indicate if pick up and drop off points or door-to-door transportation is available.

The term "After School Transportation Provided" means participants are transported from school to programs.

If transportation (with pick up and drop off points) is provided for the programs, please list your choice of pick up AND drop off locations on the Registration Form where indicated, using codes on page 40.

If you register for transportation, please **CALL NSSRA if participant is not going to need transportation pick up and/or drop off on particular day(s)**, otherwise routes are unnecessarily delayed.

## Program Drop Off and Pick Up

For the safety of all participants, parents must personally check in with a program leader when dropping off and picking up their child. Staff cannot leave a program or other participants to escort an individual to or from a vehicle. Therefore, parents are asked to park and check in with the program leader during both drop off and pick up for all programs.

## Late Pick Up Policy

If parents/guardians are not on time for picking up participants, a late fee will be assessed. After a ten-minute grace period, a \$10 fee will be charged for every 15 minutes or portion thereof.

## Door-to-Door Routes

Our door-to-door routes are planned according to the number of participants registered and their locations, as well as our ultimate destination. With limited vehicles available, it may be necessary for participants to ride in the van for one hour or more. Participants will be picked up and dropped off in geographical order. If this schedule is inconvenient, please call NSSRA and ask to speak to the Transportation Specialist. We will do our best to accommodate you!

## Transportation Safety Procedures

NSSRA has implemented these transportation procedures to ensure participants ride safely in our vehicles.

1. All passengers must be sitting in seats or wheelchairs with belts securely fastened. The driver will not proceed until all seat belts are fastened.
2. All wheelchairs must have brakes that are in good working order and must be able to stop the chair from moving.
3. The NSSRA drivers will assist participants to and from their homes, but driveways and walks must be clear of debris and obstacles. Staff will not enter homes.
4. NSSRA staff are responsible for determining whether or not a participant can be transported safely. If it is determined that it would be dangerous to transport an individual, the driver may refuse to transport that person.
5. Persons riding in Amigo-type wheelchairs must transfer into a van seat and must use a seat belt.
6. Persons unable to be in a house alone should have someone meet the van at the designated time of return. NSSRA cannot wait more than ten minutes due to the demanding van schedule.

NSSRA reserves the right to refuse to transport individuals. Please recognize that these policies have been developed to ensure the safety of everyone riding in NSSRA vehicles. Your cooperation is greatly appreciated.

A minimum of three participants is needed at each pick up/drop off site. Late registrants may not have transportation during the first week of programs due to routing changes. Participants are notified if a problem occurs. When necessary, NSSRA may use SEPTRAN, 303 Taxi, or other contract carriers. Door-to-door transportation is for residents only.

## Inclement Weather Policy

If inclement weather occurs, NSSRA may still decide to hold programs. If the weather turns dangerous, (2 degrees or colder actual temperature or -30 degrees or colder wind chill) NSSRA will call participants prior to the start of a program to cancel the program. If you are not sure whether a program will meet due to inclement weather, call NSSRA. Missed programs due to weather are made up the week after the end of the program season.

## Americans with Disabilities Act

NSSRA complies with the American with Disabilities Act (ADA) and will make reasonable accommodations to enable people with disabilities to participate in and enjoy recreation programs. If you have a question about NSSRA's compliance, or feel that NSSRA has discriminated against you, please call Executive Director Craig Culp at NSSRA.

## Special Assistance/Interpreter

If you need special assistance or a sign language interpreter, please inform NSSRA upon registration, call or email the NSSRA office (voice or relay).

## Safety/Insurance Information

NSSRA is committed to conducting its recreation programs and activities in the safest manner possible and holds the safety of participants in the highest possible regard. Participants and parents registering for recreation programs must recognize, however, that there is an inherent risk of injury when choosing to participate in recreation activities. NSSRA continually strives to reduce such risks and insists that participants follow all safety rules and instructions which have been designed to protect the participant's safety.

Please recognize that NSSRA does not carry medical accident insurance for injuries sustained in its programs. The cost of such would make program fees prohibitive.

Therefore, each person registering themselves or a family member for a recreation program/activity should review their own insurance coverage. It must be noted that the absence of health insurance coverage does not make NSSRA automatically responsible for the payment of medical expenses.

Due to the difficulty and exorbitant cost of obtaining liability insurance, the agency providing liability coverage for NSSRA requires the execution of a Waiver and Release. Your cooperation in completing and signing the registration form is greatly appreciated.

## Medication

At times participants may require assistance taking medication during programs. If the participant is unable to self-medicate or take the medication prior to or after the program, NSSRA requires additional paperwork and pre-packaged medication be delivered to our office prior to the program. Please contact Safety Coordinator Katie Koske with any questions.

# NSSRA Code of Conduct

## Equal Access

No eligible participant shall, on the basis of race, creed, national origin or

disability, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity. If any special accommodations are necessary for participation in any program or to receive any service provided by NSSRA, please notify the staff upon registration.

## Behavior

All participants are expected to exhibit appropriate behavior at all times while participating, spectating or attending any program or activity sponsored by NSSRA. This includes participation in programs which may or may not require an admission fee. For the purpose of the Code of Conduct, the term "program" refers to all recreational events you may attend as a participant, spectator or visitor which are sponsored by NSSRA.

## Participants shall:

1. Show respect to all participants and program staff and/or supervisors.
2. Take direction from program staff/supervisors.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants or program staff/supervisors.
5. Show respect to equipment, supplies and facilities.

## Discipline

A positive approach is used when disciplining. Program staff may discuss the Code of Conduct with all program participants prior to the start of the program and will periodically review the Code of Conduct. If inappropriate behavior occurs, staff will develop a solution specific to each situation as it arises. NSSRA reserves the right to dismiss a participant whose behavior endangers them or others.

## Participant Expectations

1. Clean, dry clothing.
2. No bowel/bladder problems upon arrival at the transportation location or program. If this is a concern, extra clean clothing, clean-up supplies and Depends™ garments or similar items must be sent with the participant.
3. Attention to body odor (should smell clean).
4. Clean hair, face, teeth, hands, nails, etc. (overall appearance should be clean).
5. Appropriate attire for program participation (i.e. tennis shoes, warm ups or loose/comfortable fitting clothing for athletic/sports/exercise programs). If you have questions about the type of attire participants should wear for a particular programs, please contact our office.
6. NSSRA staff will also be consistent in stressing personal hygiene while participants are in our programs and will not return participant(s) in an unclean manner at the end of a program.

# Calendar of Events

## NSSRA EVENTS

### Shining Stars Banquet

Awards and recognition event for participants, staff, families and supporters.

May 7

### Spring Formal

Register for this fun dance with other SRA's.

May 14

### Northbrook Days

FREE and fun carnival event for people with special needs.

August 7

### NSSRA Summer Bash

Celebrating 40 Years of Fun for Everyone!

August 11

### Oktoberfest

Join us for our NEW fall family festival.

October 13

### Bowling Tournament

Register for this competitive event with other SRA's.

December 4

## NSSRF EVENTS

### Annual Gala

Celebrating 40 Years Of Fun For Everyone!

March 6

### A.C. Nielsen Tennis Championship

Join us for a wonderful night of Tennis under the stars.

June 28

### SWING Golf Outing

Bring your four-some to play a round of golf.

September 16

# Program Locations

## Pick Up & Drop Off Sites:

Be sure to put the appropriate site on your registration form if you are using pick up / drop off locations.

**AC Nielsen Ctr . . . . . NIEL**  
(847) 446-9780  
530 Hibbard Rd., Winnetka

**Blair Park Rec. Ctr. . . . . BPRC**  
(847) 234-4150  
355 W. Washington Ave., Lake Bluff

**Brunswick Bowl . . . . . BRUN**  
(847) 498-3575  
Deerbrook Shopping Ctr.  
10 S. Waukegan Rd., Deerfield

**Danny Cunniff Park . . . . . DCP**  
(847) 432-4790  
3100 Trailway, Highland Park

**Deerpath School Yard . . . . . DPS**  
(847) 615-4470  
95 W. Deerpath, Lake Forest

**Everett School . . . . . ES**  
(847) 234-5713  
111 Everett School Rd., Lake Forest

**Glencoe Comm. Ctr. . . . . GCC**  
(847) 835-3030  
999 Green Bay Rd., Glencoe

**Hidden Creek Aqua Park . . . HCAP**  
(847) 433-3170  
1220 Fredrickson St., Highland Park

**Highland Park Learning Ctr. HPLC**  
(847) 433-3422  
2205 Skokie Valley Hwy. (Rt. 41),  
Highland Park

**Highwood Rec. Ctr. . . . . HRC**  
(847) 432-6633  
428 Green Bay Rd., Highwood

**Jewett Park Comm. Ctr. . . . . JPCC**  
(Deerfield Park District)  
(847) 945-0650  
836 Jewett Park Dr., Deerfield

**Lake Forest Rec. Ctr. . . . . LFRC**  
(847) 234-6700  
400 Hasting Rd., Lake Forest

**Larry Fink Park . . . . . LFP**  
(847) 831-3810  
701 Deer Creek Pkwy., Highland Park

**Maine East High School . . . MEHS**  
(847) 825-4484  
2601 W. Dempster St., Park Ridge

**Maplewood Park . . . . . MWP**  
Outside (No Phone)  
Clay St. and Hazel St., Deerfield

**Meadowbrook School . . . . . MBS**  
(847) 498-7640  
1600 Walters Ave., Northbrook

**Meadowhill Park . . . . . MHP**  
Outside (No Phone)  
1476 Maple Ave., Northbrook

**Moraine Living Facility . . . MORA**  
1954 Green Bay Rd., Highland Park

**Moraine Park . . . . . MP**  
Outside (No Phone)  
2501 Sheridan Rd., Highland Park

**North Shore Academy (NSA). .NSA**  
(847) 831-0603  
760 Red Oak Ln., Highland Park

**Northbrook Leis. Ctr. . . . . NLC**  
(847) 291-2995  
3323 Walters Ave., Northbrook

**Northbrook Sports Complex . .NSC**  
(847) 291-2993  
1730 Pfingsten Rd, Northbrook

**Northfield Comm. Ctr. . . . . NCC**  
(847) 446-4428  
405 Wagner Rd., Northfield

**NSSRA Office . . . . . NSSRA**  
(847) 509-9400  
3105 MacArthur Blvd., Northbrook

**Palatine Stables . . . . . PS**  
(847) 359-0009 (Palatine Park District)  
1510 W. Northwest Hwy., Palatine

**Park Center. . . . . PC**  
(847) 724-5670  
2400 Chestnut, Glenview

**Prairie View Comm. Ctr. . . . PVCC**  
(847) 965-1200  
6834 Dempster, Morton Grove

**Rec. Ctr. of Highland Park . .RCHP**  
(847) 579-4554  
1207 Park Ave. West, Highland Park

**Roosevelt Pool . . . . . RP**  
(847) 657-3209  
2239 Fir St., Glenview

**Stirling Hall . . . . . SH**  
(847) 256-9686  
60 E. Old Mill Rd., Lake Forest

**Traditional Karate Ctr. . . . . TKC**  
(847) 251-1600  
3217 Lake Ave., Space 7C, Wilmette

**Weber Center . . . . . WC**  
(847) 674-1500  
9300 Weber Park Pl., Skokie

**Wilmette Comm. Rec. Ctr. . .WCRC**  
(847) 256-9686  
3000 Glenview Rd., Wilmette

**Winkleman School . . . . . WS**  
(847) 729-5650  
1919 Landwehr Rd., Glenview

**Winnetka Park District . . . . WPD**  
(847) 501-2040  
540 Hibbard Rd., Winnetka

**For directions to a facility,  
call us at (847)509-9400.**



