

General Information

Resident Registration Information

Camp Registration Day

No more waiting for camp lottery results! Camp registration kicks off this year with a simple new process to benefit Evanston residents. This year there will be a camp registration day taking place on February 4, 2017 from 8am-Noon online and in-person at the Robert Crown Community Center only. No phone registrations will be allowed at this time. This will replace the camp lottery system from previous years. Registrations will be taken on a first-come, first-serve basis. This process will fairly allocate slots in camps which have high demand. The camp registration day is for Evanston residents only (ZIP codes 60201 and 60202). Proof of residency is required.

After Noon on February 4, you will not be able to register for additional camps or wait lists until Monday, February 6 at 10am.

Online Registration

You must have an active e-mail address to register online. To request an account, click on the “Need an account?” link at www.cityofevanston.org/register. All accounts must be requested 24 hours prior to the camp registration day.

Online registrations for residents will begin on February 4, 2017 from 8am-Noon. All camp transactions must be completed by Noon.

For online registrations, simply follow these easy steps:

- Use the “+” icon by each camp section to select all of your choices.
- After all selections have been made, click on the “add to cart” button on the bottom left corner of the screen.
- Select the corresponding camp(s) for your child(ren) and click “continue”.
- Agree to the waiver(s) for all camp sections and hit “continue” after each.
- A review of your shopping cart will appear, click “proceed to checkout”.
- Select payment method, enter the payment amount (must pay minimum amount due) and click “continue”.
- Enter payment information and “submit payment”.
- A receipt will automatically be emailed.

Your child(ren) must meet all requirements to enroll in the camps listed in the 2017 Summer Camp Guide. Exceptions to any requirement cannot be made online. If you need an exception for camp, you must register in-person.

Please note that registrations will be taken simultaneously at the Robert Crown Community Center. Each camp will have a small number of slots reserved for in-person registrations only.

Wait lists for camp sections will become available after on Monday, February 6, 2017 at 10am for residents only. Wait list registrations can be taken in-person at all community centers, over the phone and online. There is no fee required to be on a wait list(s).

In-Person Registration

The first day for Evanston residents to register in person is on February 4, 2017 from 8am-Noon at the Robert Crown Community Center. The process will be these easy steps:

- Arrive at the Robert Crown Center, 1701 Main St., on February 4, 2017 from 8am-Noon.
- Upon entry, each person will receive a number on a first-come, first-serve basis.
- Residents will be directed to the gym where they will receive registration forms and have the opportunity to consult with staff on camp options.
- Use the registration form to compile the first and second choice of camp selections for your child(ren).
- Numbers will be called in groups to proceed to the registration desk to enroll in camp and proof of residency will be required at this time.
- Staff will complete your registration with a \$25 deposit per section.
- A receipt will be provided upon completion confirming your camp selections.

Wait lists for camp sections will become available after on Monday, February 6, 2017 at 10am for residents only. Wait list registrations can be taken in-person at all community centers, over the phone and online. There is no fee required to be on a wait list(s).

Nonresident Registration Information

Registration for nonresidents begins at 10am on Monday, February 13, 2017. At that time, nonresidents may register for camps online at www.cityofevanston.org/register, at all the recreation centers and by phone. A \$25 deposit per camp section is due at enrollment.

Camp Policies

Deposit Policy

A \$25 deposit is required for each camp section at the time of your child(ren) enrollment. Deposits are never refunded but may be transferred in compliance with the transfer policy. There are no payment plans or fee assistance available for deposits.

Wait List

Wait lists for camp sections will only become available after the initial registration day, beginning on Monday, February 6, 2017 at 10am for residents only. Wait list registrations can be taken in-person at all community centers, over the phone and online. There is no fee required to be on a wait list(s).

Registration Cut-off

In order to have safe, adequate staffing levels on the first day of camp, registration will close before camp starts. If registration is closed, ask if there is a wait list; payment is not required to be on a wait list.

Please be prepared to submit a timely payment after being notified of an opening. Camp slots are non-transferable; if your child receives a slot, you cannot give this slot to another person, including family members.

