General Information

Register Early!
Please register at least a week in advance. Classes which don’t reach a minimum enrollment level are canceled.

Who is a Resident?
To receive the Evanston resident rate for a Parks, Recreation and Community Services Department program, you must live in ZIP code 60201 or 60202.

Class Cancellations
In case of class changes or program cancellation, we’ll notify you in advance by telephone or postcard. Generally, refunds are issued within two weeks. If circumstances arise causing us to cancel a class session, every effort will be made to schedule a makeup class.

Payment Deadline
Payment in full is required at registration (except for summer camps, which allow a $50 deposit per child per camp #/session to hold a space until the balance due deadline). You (or your child) will be admitted to a class or program after full payment is made. If your family has been approved for fee assistance, your portion of the fee must be paid in full before you (or your child) will be registered in the class.

Insurance
The City of Evanston does not carry hospitalization insurance for program participants. Contact your health care provider for details regarding your individual plan.

Refund Policy
Unless the program is canceled by the City, a $5 service fee will be charged for refunds. For classes already in session, refunds will be prorated and issued in the following situations:
1. Written proof of illness or medical problem for the participant or immediate family member prior to or during the program or activity.
2. Written proof that the participant has moved or will move out of the service boundaries of the City of Evanston prior to or during the program or activity.
3. Unusual circumstances which fall into the category of “hardship.” No refunds on Daily, Seasonal or Yearly Activity Passes/Programs. These include beach tokens, ice-skating passes, extended care coupons, fitness passes, season launch permits, leagues, dog beach passes and the like.

Camp Transfers and Refunds
Summer camps are covered separately from the refund policy listed above. For more information, please contact the City of Evanston Parks, Recreation and Community Services Department at 311 (847-448-4311) or refer to the annual camp guide at www.cityofevanston.org/summercamps.

How to Initiate a Refund
To initiate the refund process, please mail or drop off written notice of your request, along with written proof of illness, moving or hardship (see refund policy), to Lorraine H. Morton Civic Center or the community center where the program is held. Questions? Please call us at 311 (847-448-4311).

Fee Assistance (Scholarships)
Fee assistance is awarded to qualified Evanston residents on a sliding scale according to the number of family members in relation to total family income. Fee assistance is not available for special events or trips. Information regarding the fee assistance application process and the documents needed to verify family income and residency may be obtained at any Evanston Recreation Division community center, the Evanston Ecology Center or the Lorraine H. Morton Civic Center. Facility addresses are listed on page 3. Forms may be downloaded at cityofevanston.org/recreationfeassistance.

Child Supervision/Pick-up Policies
Parents/guardians are responsible for picking up children promptly at the time the program is scheduled to end. Instructors often have other programs to teach and can’t supervise children for an extended period after the program.

Rentals
The City of Evanston rents rooms for meetings or parties (some with kitchen facilities), gymnasiums, auditoriums, ice rinks and the “lagoon” building, Sheridan Rd. at Church St. For info., call 311 (847-448-4311).

Photographs and Videotaping
Program participants may be photographed or videotaped. These images may appear in future promotional materials. If you do not want to be included, please tell the photographer. If you don’t want your child photographed, please call 847-448-8041.

Americans with Disabilities Act
The City of Evanston’s programs, activities and services are subject to all applicable laws regarding non-discrimination, including the Americans With Disabilities Act (ADA). ADA prohibits discrimination on the basis of disability. The City has established a committee to review its programs and policies, and welcomes suggestions from interested individuals. Reasonable accommodations will be made in recreation programs, activities and services to enable participation by an individual with a disability.

To aid staff in making accommodations, please contact them no later than two weeks in advance of the program by calling one of the phone numbers listed below, by writing or in person (three weeks’ notice is even more helpful). The timeline for summer camps is no later than 10 days in advance of a program.

If you have any questions about the Parks, Recreation and Community Services Department’s policies regarding ADA, please call 847-866-2914 (voice); 847-448-8064 (TTY); 800-526-0857 (Illinois Relay Center voice transmission).

Equal Opportunity
As the City of Evanston has received federal financial assistance, the U.S. Department of the Interior, under Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, national origin, age or handicap. If you believe that you have been subjected to discrimination in any program, activity or facility, or if you desire further information regarding Title VI, please write to: Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

E-mail on Registration Form
Your e-mail address is just another way to communicate with you. It will not be shared with any third parties.

Registration

Go online:
www.cityofevanston.org/register

By Mail:
Send the form on the facing page and payment to: Evanston Recreation Division, Lorraine H. Morton Civic Center, 2100 Ridge Ave., Evanston, IL 60201. Do not send cash. You may indicate payment by credit card (a receipt will be mailed to you) or include a personal check (your canceled check will serve as your receipt).

In person:
Lorraine H. Morton Civic Center M-F, 8:30-5pm. Community centers accept registrations for most City of Evanston-sponsored programs (see page 3 for hours and phone numbers).

By telephone:
Lorraine H. Morton Civic Center or a community center (see page 3). Register with your Visa, MasterCard, Discover, or American Express Card.

The City of Evanston’s Parks, Recreation and Community Services Department strives to provide you with excellence in recreational programs and services. If you are not satisfied, we request your suggestions, comments, or ideas which will improve our programs.