

PARK DISTRICT OF LA GRANGE

Online BASE Registration Instructions 2024-2025 School Year



1. Go to the Park District website at www.pdlig.org.
2. Select the yellow Online Registration button at the top of the screen.
3. Select the Sign In/Register link on the top right.
4. Enter the username and password for your online account and login.
Test your login prior to registration. Verify that your children are included as members of your household. The forgot username/password links will send an email to the primary household email address only.
If your household is in our system you already have an online account, regardless of whether you have previously utilized online registration.
5. Select Activity Search on the top ribbon and select Activity Search from the dropdown field on the left.
6. Enter your school name as shown below in the Keyword Search field and click the blue Search link.
Barnsdale Congress Cossitt Forest Ogden SFX
7. Select the type of care you are registering for.
8. Select the box next to the activity number for the type of care.
9. Select Add to Cart on the bottom left of the screen.
10. Select the family member(s) you are enrolling from the Family Member Selection box and then select Continue. Only family members that meet the criteria for the program will be displayed.
11. Enter the primary email address to receive BASE communications.
12. Billing Option for Installments: Select a credit card/checking account from the drop down list or select the option to add a new one. You may select Copy Billing Information for more than one child.

If adding a new checking account, you will enter the details after you sign the electronic waiver.

13. Accept the online waiver and select Continue.
14. From the shopping cart you may select Continue Shopping, Empty Your Cart, or Proceed to Checkout.
15. Select Proceed to Checkout.
16. Complete the customer and payment information for the \$75 registration fee. The payment method for the registration fee does not need to be the same method selected for installment billing.
Do not select Continue until you have checked the reCAPTCHA box.
17. Check the reCAPTCHA box – I’m not a robot.
18. Select the blue Continue box above the reCAPTCHA box.
19. You will receive a checkout confirmation followed by an email from onlineregistration@pdlg.org with your receipt attached.

Please call our office if you have any problems registering online (708) 352-1762

REGISTRATION BEGIN DATES – 8 AM Online and In-Person at the Park District

Monday 4/22/24 - Barnsdale Thursday 4/25/24 - Congress
Tuesday 4/23/24 - Ogden Friday 4/26/24 - Forest & SFX
Wednesday 4/24/24 - Cossitt

OPTIONS		Monthly Installment
FT M-F	AM & PM Monday through Friday (5 days)	\$296
FT M/W/F	AM & PM Monday/Wednesday/Friday (3 days)	\$240
FT Tues/Thurs	AM & PM Tuesday & Friday (2 days)	\$170
AM M-F	AM only Monday through Friday (5 days)	\$112
AM M/W/F	AM only Monday/Wednesday/Friday (3 days)	\$84
AM Tues/Thurs	AM only Tuesday & Friday (2 days)	\$65
PM M-F	PM only Monday through Friday (5 days)	\$221
PM M/W/F	PM only Monday/Wednesday/Friday (3 days)	\$170
PM Tues/Thurs	PM only Tuesday & Friday (2 days)	\$125

FT = Full Time which includes AM & PM care

BASE Program Questions?

Leanna Hartung, BASE & Camp Manager
leannahartung@pdlg.org 708-588-2233

Billing Questions?

Linda Muth, HR & Admin Coordinator
lindamuth@pdlg.org 708-352-1762

Park District of La Grange • 536 East Avenue • La Grange, Illinois 60525 • (708) 352-1762 •



PARK DISTRICT OF LA GRANGE BEFORE & AFTER SCHOOL RECREATIONAL EXPERIENCE PROGRAM

2024-2025 Registration/Emergency Form – SFX Pre-K through 8th Grade

Location: SFX Main Campus

2024-25 Grade _____

Student's Legal

Name: Last _____ First _____ Male Female Birthdate _____ Age _____

Address _____ City & Zip _____ Primary Email _____

Primary Phone _____ Cell Home Phone _____ Cell Home

PLEASE NOTIFY YOUR BASE SITE LEADER IF ANY INFORMATION CHANGES

PLEASE WRITE LEGIBLY A SEPARATE FORM IS REQUIRED FOR EACH CHILD

Please indicate choice: Place an X in the Box with Your Care Needs

Five Day Options

Three Day Options

Two Day Options

- | | | |
|---|--|---|
| <input type="checkbox"/> 5-days AM & PM (full-time) | <input type="checkbox"/> Monday, Wednesday, Friday AM & PM | <input type="checkbox"/> Tuesday & Thursday AM & PM |
| <input type="checkbox"/> 5-days PM only | <input type="checkbox"/> Monday, Wednesday, Friday PM only | <input type="checkbox"/> Tuesday & Thursday PM only |
| <input type="checkbox"/> 5-days AM only | <input type="checkbox"/> Monday, Wednesday, Friday AM only | <input type="checkbox"/> Tuesday & Thursday AM only |

In order to provide the best care for your child, please answer the following. Failure to provide this information may delay your child's attendance in the BASE program.

Does your child have any special needs or is your child receiving any special services from school or other agencies?

Yes No *If yes, please attach a separate explanation with details. We want to be able to support your child while they are in our care.*

Does your child have any health or dietary problems that may affect his/her activities or diet (e.g. epilepsy, rheumatic fever, diabetes, allergies, heart trouble, etc.)? Yes No *If yes, please attach a separate explanation with details.*

\$75 REG. FEE PER CHILD NO REFUNDS
Make checks payable to: PDLG

Parent's Name _____ Cell _____

Work _____

Email _____ Phone _____

Parent's Name _____ Cell _____

Work _____

Email _____ Phone _____

Child resides with: both parents mother father other _____

In addition to those listed above, in case of an emergency we have your permission to contact and/or release your child to:

Name _____ Phone _____ Relationship _____

Students may begin BASE after their information is reviewed and verified / Parents will receive an email confirmation

Signature of Parent/Legal Guardian

Date

OFFICE USE Received:
Date _____
Time _____
Staff Initials _____
Payment \$75:
 Cash
 Credit Card
Check # _____

PLEASE SIGN WAIVER ON REVERSE SIDE

Park District of La Grange / Before & After School Program - BASE Participation Waiver 2024-2025

PROGRAM WAIVER & RELEASE OF ALL CLAIMS & ASSUMPTION OF RISK

Warning of Risk: Recreational programs are intended to challenge and engage the physical, mental, and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury when participating in any recreational program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers, and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defect, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor, outdoor, and water related recreational programs exists. In this regard, it must be recognized that it is impossible for the Park District of LaGrange to guarantee absolute safety.

Waiver and Release and Assumption of Risk: Please read this information carefully and be aware that in registering for and participating in this program, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program (including transportation services, when provided, and exposure to communicable disease). I recognize and acknowledge that there are certain risks of physical injury to participants in this program and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program against the Park District of LaGrange, including its officials, agents, volunteers, and employees (hereinafter collectively referred to as "Park District of LaGrange").

Aquatics: I specifically recognize and acknowledge that there are certain inherent risks of physical injury to patrons of aquatic facilities, and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities and programs connected with or associated with use of aquatic facilities. I further recognize and agree that lifeguards and other aquatic staff are not responsible for supervising my activities or the activities of my minor child(ren) and I agree that I am solely responsible for supervising my minor children and/or assessing whether my children are physically fit and/or adequately skilled for aquatic activities. I additionally agree to supervise any children ages 7 and under at all times.

Release: I do hereby fully release and forever discharge the Park District of LaGrange from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program.

Photo/Video Policy and Warning: Photos and video footage are periodically taken of people participating in a Park District program or activity, attending a class or event, or using District facilities or property. Please be aware that by registering for a program or class, participating in an activity, attending an event, or using District facilities or property, you authorize the District to use these photos and video footage for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites operated by the District), and the District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the District.

By registering for this activity I have read and fully understand the above, warning of risk, assumption of risk, waiver and release of all claims, photo/video policy and warning, and behavior code of conduct. If registered online, my online signature will be substituted for and have the same legal effect as an original hard copy signature.

PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not included.

Name of Child

Signature of Parent/Legal Guardian

Date



2/28/2024

Dear BASE Families~

Registration dates for the 2024-2025 school year have been set. Registration will begin the week of April 22nd – April 26th, 2024.

We have some exciting news; BASE registration is now offered on-line! We are happy to offer this option! You can register on-line or in person at the Park District of La Grange.

Registration will look a bit different this year with offering the on-line option. Please see below the day your respective school registration opens. Registration begins at 8:00am online and in person.

Monday, April 22nd- Barnsdale Road School

Tuesday, April 23rd- Ogden Ave. School

Wednesday, April 24th- Cossitt School

Thursday, April 25th- Congress Park School

Friday, April 26th- Forest Road School and St. Francis Xavier

Registration is open to all full-time and part-time families when registration begins.

Registration Fee: \$75.00 per child

BASE 2024-2025 Monthly Fees:

5-day AM & PM	\$296.00
5-day PM	\$221.00
5-day AM	\$112.00

Multi Child Discount Full Time Only	Monthly Fee
Child 2	\$267.00
Child 3	\$254.00
Child 4	\$241.00

NEW: Two- and three-day monthly options

Monday, Wednesday, Friday AM & PM	\$240.00
Tuesday & Thursday AM & PM	\$170.00

Monday, Wednesday, Friday AM Only	\$84.00
Tuesday & Thursday AM Only	\$65.00

Monday, Tuesday, Wednesday PM Only	\$170.00
Tuesday & Thursday PM Only	\$125.00

A separate registration must be completed for each child. The registration fee is required at the time of registration. It is important that you include a current email address on your registration form. Once your child is registered you will be required to set up an ePACT account with your child's emergency contact information and other important documents needed. Please make sure you inform us of the email you are using to set up your account so we can link your account to the correct BASE location. There will be a pop up asking you for your preferred email address when you go to check out and complete your registration process. Your ePACT account MUST be completed before your child can attend the BASE program.

The BASE Program will begin on the first half day of school, August 22nd, 2024 (A.M only care, no P.M) and will be in operation each day school is open for student attendance. Parents will be required to sign a payment authorization for a credit/debit card or a checking account at the time of registration for automated monthly payments. The full program fee for the school year will be divided equally into 10 payments and will be processed on the 10th of each month from August 10th, 2024 to May 10th, 2025. If the payment date falls on a weekend, your account will be charged the next business day. Payment receipts will be provided via email. Credits and refunds will not be issued for missed days or weeks of BASE care.

If you have any questions, please feel free to call or email myself or Melissa. We look forward to providing your children with excellent care in a safe and fun environment in the coming 2024-2025 school year.

Sincerely,
Leanna Hartung
Leanna Hartung
BASE & Camp Manager
leannahartung@pdlg.org
708-588-2233

Sincerely,
Melissa Seaberg
Melissa Seaberg
BASE & Camp Supervisor
melissaseaberg@pdlg.org
708-588-2234