



**SCHAUMBURG PARK DISTRICT
PRESCHOOL REGISTRATION INFORMATION
2018-2019**

Walk-in registration is taken at the Pat Shephard Center only **Monday-Friday 8:30am-4:00pm**. The Pat Shephard Center is located at 421 N. Springinsguth Road, Schaumburg, IL 60194.

We will not be able to process your registration without the following documents.

- **A copy of your child's county/state birth certificate or passport.** Hospital or baptismal certificates are **not** acceptable.
- **Current proof of residency.** A copy of your driver's license, voter's registration card or current utility bill verifying your address is necessary. Your voter's registration card will indicate if you are a Schaumburg Park District Resident.
- **\$95 - This includes a \$45 Non-refundable registration fee and a \$50 security deposit.** Payment may be made by check or money order made payable to the Schaumburg Park District or a credit card (American Express, Visa, Master Card or Discover).
- **Pick-up Authorization Form**
- **Student Information Forms**

The completed Certificate of Child Health Examination and Childhood Lead Risk Assessment forms must be turned in to the Pat Shephard Center no later than August 4.

Once your child is enrolled in a class, there will be an additional \$10.00 fee to transfer to another class, if space is available. Teacher assignments will not be made until August.

REGISTRATION CANCELLATION

To cancel your child's registration and be refunded the security deposit of \$50.00, you must complete a withdrawal form available at any park district facility and have the form returned to the Pat Shephard Center no later Aug. 1st.