

REGISTRATION MADE EASY!

REGISTRATION DATES:

Wednesday, Jan. 6

Resident & Oak Creek Franklin School
District Students Online only!

Monday, January 11

All others registration
(mail, fax, phone, & non-resident)

PROOF OF RESIDENCY & DATE OF BIRTH REQUIREMENTS

FIRST REGISTRATION:

- ✓** Proof of current residency. Include child's residency if the child's name does not match the parent/guardian
- ✓ Proof of date of birth.

ANNUALLY:

- ✓ Oak Creek-Franklin students not living within the District: Provide proof of school district attendance.

** Pre-printed record, label, form, card or other document with the needed information.

QUESTIONS 414-766-7920

NOTES!

- ▶ The Department is not responsible for registrations not received for any reason.
- ▶ Registrations &/or payments not accepted at class site.
- ▶ **Incomplete registrations will be returned without processing!**

WAITING LISTS

- ▶ Waiting lists are available for all filled classes.
- ▶ We call off the waiting list until 1/3 of the class has been completed.

RECEIPTS

Registration receipts processed by the Rec. Office will be emailed to households with an email on file. When registering online, you may print your receipt at that time.

WAYS TO REGISTER

ONLINE:



<http://city.oakcreekwi.org/webtrac/>
Call to find out how to get your user name and password.

DROP BOX: Located at the southwest corner at the Oak Creek Library.

MAIL IN OR WALK IN:



Oak Creek Recreation Department
8040 S. 6th Street, 2nd Floor (Library)
Oak Creek, WI 53154

Service Desk: Mon.-Fri. 9 am to 5 pm



FAX: 414-766-7942

PHONE IN: 414-766-7920 begins on
Monday, January 11 at 9 am

Payment Methods:

- * MasterCard, Visa, Discover, American Express
- * Checks in person or mailed, payable to "OC Rec"
- * Cash - in person only

Classes with insufficient registration will be cancelled at the Department's discretion.

**AVOID DISAPPOINTMENT.
REGISTER EARLY!**



Do you want?

- ✓ up-to-the-minute class and activity announcements?
- ✓ registration reminders?
- ✓ to be the first to know when the "Acorn" is online?

Join our mailing list by using the QR code with your smart phone or go to our website at the link below. We do not share or sell your email information.



<http://www.oakcreekwi.org/rec/signup.htm>