



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF METROPOLITAN DENVER 2016-17 BEFORE AND AFTER SCHOOL CHILD CARE REGISTRATION PROCESS

PLEASE NOTE: THE REGISTRATION PROCESS IS DONE COMPLETELY ONLINE.

You will complete all required paperwork online. Some of the questions from last year have changed so you will need to enter some of the information you entered last year. Please follow these directions to register and allow yourself at least **30 minutes** to complete the registration process:

1. Visit www.DenverYMCA.org/child-care/before-after-school to navigate to the Before and After School homepage.
2. Click on the name of the city your school is located in.
3. Find your school and click on the 'Register Here' button. (Please read the rate sheet and options page before registering).
4. Select the Plan you would like to register for.
5. Press the register button.
6. You will be prompted to login.

If you remember your login, select **"SIGN IN"** and proceed to step 7.

If you have registered for B&A/programs/camp in the past, but you haven't set up your online account OR if you have forgotten your login/password, select the **"FIND ACCOUNT"** option to enable your online account.

You will then be prompted to search for your account using your child's last name, birthdate and zip code to find your online account.

FIRST TIME WITH THE DENVER Y. Select **"SIGN UP"** and proceed to create an online account

If you are having difficulties with your account, please call 720 524 2792, Mon.-Fri. 8 a.m.-5 p.m.

7. You will be directed to the camp paperwork page where you will be required to have information regarding physicians, medical, emergency contact and other info. **PLEASE NOTE:** Licensing requires every field to be completed if a field is not applicable, use 'n/a' or '0' for phone numbers.

8. DEPOSIT & REGISTRATION FEE Enter a \$25 registration fee for each child you are registering, if registering before 8/1/2016, the registration fee and August's Monthly Dues are due at time of registration. Total registration fees (and monthly dues, if applicable) and provide one payment for that amount. You will not be able to register for the current month if you register on or before the 1st of the month. Please call 720-524-2792 so we can manually register you for the current month.

- a. ***Please note the system will automatically set your account on a Monthly Automatic Withdrawal with the card/account you registered with. Please see section below to remove your account from Monthly Automatic Withdrawal.**
- b. Go to your account's My Balance Page and select the arrow next to the month, under Scheduled Payments, and choose remove. You will have to repeat this process for each month.

PAYMENT OPTIONS

NOTE: Full payment is due two weeks before the start of each week. If your payment is not received by the appropriate due date, your reservation and deposit for that session, and all remaining weeks, will be forfeited.

a. Online: visit www.denverymca.org/child-care/before-after-school-care to get started

b. Walk-in assistance for CCAP and approved scholarship families. Bring in your CCAP letter of authorization or scholarship approval letter. The Y will register you and can assist you in setting up your online account. Walk-ins only accepted at the Schlessman Family YMCA (2625 S. Colorado Blvd., Denver

80222) or Susan M. Duncan YMCA (6350 Eldridge St., Arvada, CO). Please be prepared to spend 30 minutes to complete registration.

c. Bank Drafts. Call 720 524 2792 to get information to enroll in electronic funds transfer. This will ensure that you don't miss a camp payment.