



## YMCA OF METROPOLITAN DENVER 2017-18 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 re-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 <http://www.denverymca.org/child-care/before-after-school-care> 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 registration paperwork page where you will be required to have information regarding physicians, medical, emergency contact and other info. 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

At the time of registration please be prepared to process a \$35 registration fee per child. **(Please note that if you register between July 10 and July 31 the \$35 registration fee per child will be waived.)**

Note, full payment is due on the first of each month, the system will set your account on a monthly automatic withdrawal with the card/account you registered with.

You will not be able to register for the current month if you register on or after the 1st of the month. For example if you register on August 1st you will not be able to register your child for care for the month of August. Please call 720-524-2792 so we can manually register you for the current month.

### PAYMENT OPTIONS

**NOTE: Full payment is due on the 1<sup>st</sup> of the month and no later than the 5<sup>th</sup> of the month.** If your payment is not received by the appropriate due date, your enrollment and deposit will be forfeited, and your child will be dropped from the program, until payment is made and the account is paid in full.

**a. Online:** visit <http://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.