

2018- 2019 BEFORE & AFTER SCHOOL REGISTRATION PROCESS

PLEASE NOTE: THE REGISTRATION PROCESS IS DONE COMPLETELY ONLINE.

1. Visit <https://www.denverymca.org/child-care/before-after-school-care> to navigate to your child's school.
2. Find your school location and click on the register button
3. Select the rate plan and months that you would like to register for.
4. Press the register button
5. You will be prompted to login.

If you remember your login, select "SIGN IN" and proceed to step 6

If you have registered for 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, please choose "YMCA School Aged Child Care and Camp" as your branch

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

6. You will be directed to enter basic information for your account.
7. **DEPOSIT & REGISTRATION FEE.** A \$35 registration fee per child is due at the time of registration. You will have to go through this process for each child you are registering. Registration Fees are non-refundable.
8. **PLEASE NOTE THAT YOUR REGISTRATION IS NOT COMPLETE.** You will receive instructions through an email from ePACT to complete the required emergency paperwork necessary for your child to attend programs. Please expect to receive this via email closer to your child's start date.

PAYMENT OPTIONS TO RESERVE YOUR SPACE

NOTE: Full payment is due on the first of each month.

a. Please note that the system will automatically set your account on a Monthly Automatic Withdrawal with the card/account you registered with.

You may remove the automatic withdrawal through your Y account. Once logged in, go to My Balance Page. Select the arrow next to the month under Scheduled Payments and choose to remove. You must repeat this process for each registered month.

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

REFUNDS

If you cancel your registration for any session, we require written notice to the Child Care Registrars at least two weeks prior to the start of that session. Please send all cancellation requests to SACC@denverymca.org

Question? Call 720 524 2792, Mon. - Fri., 7 am - 6:00 pm.