

## BASE Camp Before & After School Program: New Family Registration Instructions



The following is a step-by-step guide to completing registration for families that are using BASE Camp for the first time in 2016-17. These instructions are intended to make your registration process as seamless as possible. If you need additional support, you may call our office at 970-266-1734. Thank you for choosing BASE Camp!

### What you'll need:

- Updated contact information for child, guardians & emergency contacts
- Child's grade and birthday
- Phone/Address/Name for a doctor, dentist, and hospital choice
- Immunization record (if you previously submitted these to BC, we can email them to you)

### Step-by-step instructions:

- 1) Use this link: [https://www.daycareworks.com/registration/basecamp/start\\_registration.jsp](https://www.daycareworks.com/registration/basecamp/start_registration.jsp) to create an online account with Day Care Works, our online parent portal software. This account will be your hub for information updates, billing, etc.
- 2) Click on the "View Offerings" then on the following screen, scroll alphabetically to find your child's school from the list. Click "Enroll".
- 3) Complete all of the registration questions to the best of your ability. Any question with a star must be answered to proceed.  
\*Note: When entering immunizations, if the names appear differently than your doctor's office or school record, look for an indicator code to match). Dates must be formatted as XX/XX/XXXX.
- 4) Once all fields have been completed (the form will re-route you to missing fields, if not completed), click on "Add to Cart".
- 5) If you have additional students to add, click on "Add a New Student". If you have only one child to enroll, skip this step.
- 6) Enter your preferred login settings and click on "Continue".
- 7) Enter your credit card information to pay enrollment fees. Click on "Continue". See below for fee structure.

#### Registration Fees

- \$55 for one student
- \$65 for a multi-student family

If you receive tuition assistance through CCAP, sliding fee scale or otherwise, please call the office to receive instructions for bypassing the registration fee.

- 8) As a final step, you'll see a list of confirmation questions. For each you must check the circle to the left of the statement to indicate that you have read and understood the statement. Once all are checked, click "Complete Registration".
- 9) You should see a confirmation page indicating you have completed the process, and receive a confirmation email within 2 business days. **This confirmation page and email will indicate two additional forms ([Planned Attendance](#) & [IEF](#)) we need you to complete (online). We will check to ensure that your immunizations and these forms have been completed before your child can attend.**