



## BASE Camp Before & After School Program: Returning Parent Registration Instructions

The following is a step-by-step guide to renewing registration for a family who has previously used BASE Camp. If you have one or more children who were previously in the program, as well as additional children to enroll this year, you may use these instructions. You must already have a Day Care Works account in order for these instructions to apply. If you do not have a Day Care Works account, you'll need to use the New Family Registration portal to create one. These instructions are intended to make your re-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) Login to your Day Care Works Account at <https://family.daycareworks.com/login.jsp>.
- 2) A pop-up will open indicating that you need to review your information for updating. Click "Ok".
- 3) Before updating returning students, if you need to add a NEW student who has not previously attended (ex. An incoming kindergartner), select "Add New Student" from the "Personal" page and complete the registration for them, including insuring **ALL Mandatory Fields are completed** (See full list at the end of this document. If you are not adding any new students, skip this step.
- 4) On the tab for each student who is re-enrolling, select "Update Information" under their name and fill/review **ALL of the Mandatory Fields outlined at the end of this document.** Click "Save."
- 5) Click "Update Information" to re-enter the record, and select, "Immunization Record" from the top. Enter/update their immunizations information (NOTE: If the names appear differently than your doctor's office or school record, look for an indicator code to match | Date must be formatted as XX/XX/XXXX). A registration is not considered complete until this is done. Once entered, click "Save."
- 6) Click on the "Personal" tab at the top of the page. Follow the same steps as above to **fill in the mandatory fields (outlined at the end of this document)** on each of the Guardian and Contact Information sections. At the end of each guardian/contact, you can check mark a box to apply to all children, if you have multiple. Or you can repeat under each child's tab. \*Please note: If you need to delete/remove a contact, you can email or call the office at [info@mybasecampkids.org](mailto:info@mybasecampkids.org) or 970-266-1734.
- 7) Click on the "Registration" icon at left or the "Registration" tab at the top.
- 8) Click on "View More" next to the school district program that you are enrolling.
- 9) Find your child's school from the list (alphabetical), and select "Enroll."
- 10) You'll be directed to a Confirmation Page. This page requires that you indicate that you have read and understood several statements. Check mark each one (all are required), and then select "Check out".
- 11) You may see a message telling you have not completed a field, in which case you will need to fix the error before moving on. Once complete, You'll see pop-up confirmation that all children have been entered, select "Ok". Then enter your E-Signature to confirm.

12) The final page is payment information, where you can enter details to pay any current balance and your enrollment fee. Once complete, click "Submit Payment."

#### **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.

13) You should see a confirmation page indicating you have completed the process, and receive a confirmation email within 2 business days. **This 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.**

#### **Mandatory Fields**

All of the following fields must be complete and updated for your registration to process.

##### **Student Fields:**

- Name
- Birthday
- Address
- City, State, Zip
- Home Phone
- Grade
- School Attending
- Hospital
- Hospital Address
- Hospital Phone
- Doctor Name
- Doctor Address
- Doctor Phone
- Dentist Name
- Dentist Address
- Dentist Phone
- In an emergency, call first
- Is child allergic to food or other substances? (If so, name foods or substances to be avoided and procedure to follow if reaction occurs.)
- Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)?

(continued on next page)

## **Mandatory Fields (continued)**

### **Student Fields (continued):**

- I hereby give permission for photographs or videos of my child taken by BASE Camp to be used for promotional purposes, news releases, website, and electronic communication.
- Is child allergic to Food/Milk?
- Have special food needs?
- Is child allergic to any Medications?
- Child will have an epi-pen at site?
- Does child have Asthma?
- If child has Asthma, will the child have Inhaler at site?
- Does child have cerebral palsy/motor disorder?
- Does child have Diabetes?
- Does child have Epilepsy/Seizures? If so, last seizure date.
- Does child wear Glasses or Contacts?
- Does child have ADD/ADHD?
- Does child have any Behavioral Issues?
- Have cognitive/learning disabilities?
- Medications (prescribed and over-the-counter) your child takes regularly between program times. Please list the name of medication and the time of day to be administered.
- Immunization Waiver For Personal Conviction
- Immunization Waiver For Religious Reason

### **Parent Fields**

- Parent Name (Guardian 1 and 2, N/A may be entered for 2<sup>nd</sup> Guardian if not applicable)
- Address, City, State, and Zip
- Parent Email
- Home Phone
- Best Phone
- Employer Name
- Employer Address, City, State, and Zip

### **Contact Fields**

- We need the following for two emergency/pick-up contacts (these cannot be parents/guardians)
- Contact Name
- Contact Address, City, State, and Zip
- Contact Cell Phone