



BASE CAMP: CCAP PARENT GUIDE

Frequently Asked Questions

How to Update your CCAP Authorization

- Contact Larimer County CCAP to update your authorization at the correct location and whichever days your child will be attending
 - Call: 970-498-6300
 - Email: ccap@co.larimer.co.us
 - Or contact your CCAP technician/caseworker
- ❖ **REMEMBER: CCAP will only pay for your childcare costs if you are authorized at the location and for the days when care is provided**

How to Register for BASE Camp as a CCAP family

- Once you are CCAP authorized, contact the BASE Camp main office at 970-266-1734 to receive the CCAP bypass code
- When your CCAP authorization is confirmed, we will provide the bypass code and instructions.
 - This bypass code allows you to register for BASE Camp's program as a CCAP family, so you are not held responsible for the costs that CCAP covers (registration fees, activity fees, etc.)

Please note: Registration is completed online through creating and logging into your Day Care Works account

- Further details on the registration process can be found online at:
<https://www.mybasecampkids.org/register-a-student/>
- ❖ **REMEMBER: You can receive a strike if your child is registered, they do not attend, and you do not cancel 7 days prior to that day**

Using the Attendance Tracking System(ATS)

How to Set up your ATS PIN

- Once you are CCAP authorized, you should receive an "ATS Welcome" email (check Junk/Spam)
 - If you do not receive an email contact Larimer County CCAP (ccap@co.larimer.co.us) with your valid email address
- The "ATS Welcome" email, expires within 24 hours, and will provide further instructions on creating your 8 digit PIN. This PIN is used to check in, check out, and complete confirmations on ATS
- ❖ **REMEMBER: This PIN MUST be set up before you drop off your child to BASE Camp, and you CANNOT share your PIN with BASE Camp staff**



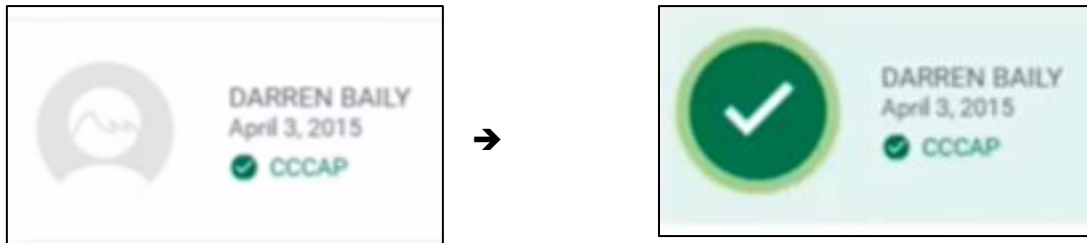
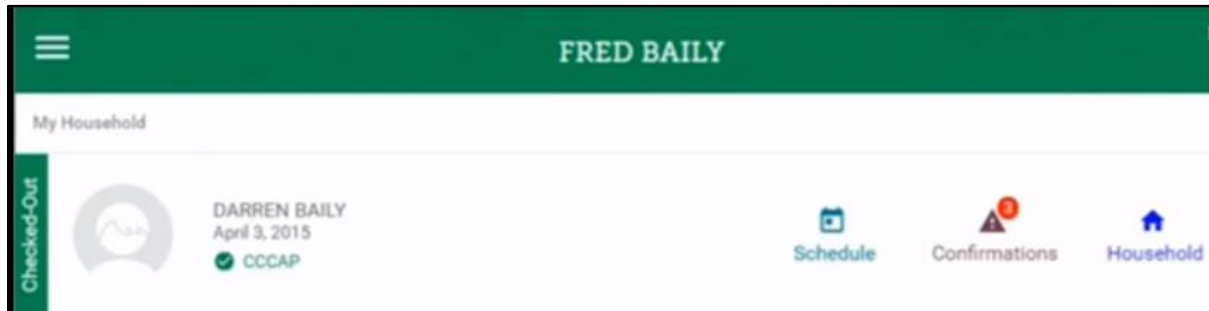
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How to Check-In on ATS (DAILY)

Remember: EVERY DAY at drop off, you MUST CHECK IN on ATS

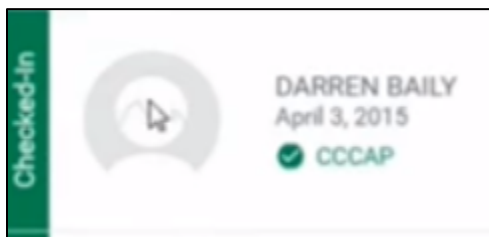
STEP ONE: Log into ATS Kiosk by entering your 8-digit PIN

Step TWO: From the home screen, select the child's picture to the left of their name to check them in. Their picture should then show a green check mark, if CCAP authorized for that day.



STEP THREE: At the bottom of the screen, click on the green button "Check [CHILD NAME] In".

STEP FOUR: On the left side of the child's picture, confirm that it now says "Checked-In"



STEP FIVE: Repeat the above steps for each additional child attending BASE Camp.

- ❖ **REMEMBER:** *If you forget to check in, staff will manually enter a check in for you. You MUST confirm any staff completed check ins, BEFORE CCAP will pay for your care (*see instructions below on how to confirm)*



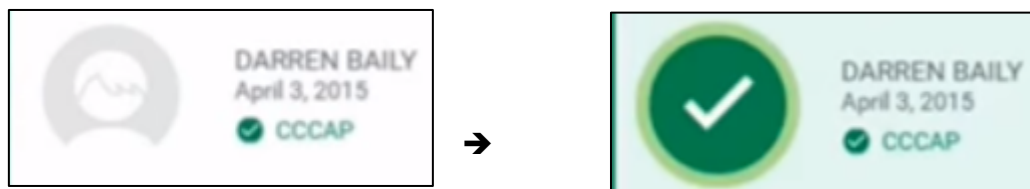
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How to Check-Out on ATS (DAILY)

Remember: EVERY DAY at pick up, you MUST CHECK OUT on ATS

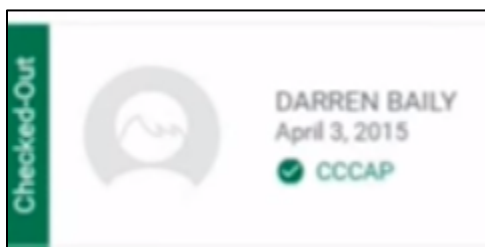
STEP ONE: Log into ATS Kiosk by entering your 8-digit PIN

Step TWO: From the home screen, select the child's picture to the left of their name to check them out. Their picture should then show a green check mark, if CCAP authorized for that day.



STEP THREE: At the bottom of the screen, click on the green button "Check [CHILD NAME] Out".

STEP FOUR: On the left side of the child's picture, confirm that it now says "Checked-Out"



STEP FIVE: Repeat the above steps for each additional child attending BASE camp.

- ❖ **REMEMBER: If you forget to check in, staff will manually enter a check in for you. You MUST confirm any staff completed check ins, BEFORE CCAP will pay for your care (*see instructions below on how to confirm)**



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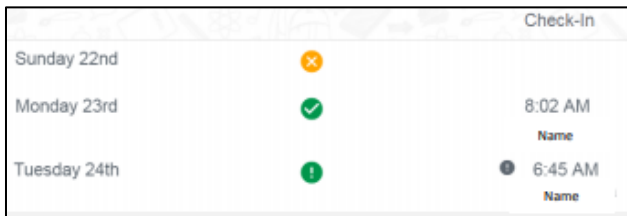
How to Complete Confirmations on (ATS)

If you forget to check in/out, staff will enter a check in/out for you, which you MUST confirm these transactions within 9 calendar days, before CCAP will cover your care

- 1) Log into ATS Kiosk by entering your 8-digit PIN
- 2) From the Home Page, click on the “**Confirmations**” icon



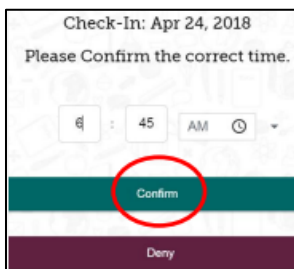
- 3) Next, you will be taken to the child’s schedule page, where you can view needed confirmations



- 4) When a confirmation is needed, you will see a small black circle with “!”, next to the time of the transaction. Click on this black circle (DO NOT CLICK ON TIME).



- 5) From the confirmation page, you can edit the time if necessary a then click “**Confirm**”.



- 6) Complete ALL needed confirmations for EACH child

❖ **REMEMBER: If you do not complete confirmations within 9 calendar days, CCAP refuses to pay for your care, and you will receive one strike**