## **Burke County Before/After School Registration Cheat Sheet**

There are 3 main steps to registering children into the Burke County YMCA Childcare sites:

- Create your personal YMCA online account OR login to your personal YMCA account previously set up. Add OR verify that all participating children are on your YMCA account that will be registering.
- 2. Choose the location of the site you want your child to attend.
- 3. Complete Registration for each child that needs care into the Before/After School or School's Day Out Camp program

## **Step by Step Online Registration Details**

- 1. Go to <u>www.ymcacv.org</u>, scroll down past the yellow banner and click on the Quick Link yellow button named Burke County Before/After School Program Registration.
- 2. Scroll down to the blue dropdown boxes labeled Burke County Before and After School Programs and Burke County School's Out Day Camp Program.

## Registration for Before School, After School or School's Out Day Camp:

2022/2023 YMCA OF CATAWBA VALLEY SCHOOL CARE PROGRAM GUIDE >

+ BURKE COUNTY BEFORE AND AFTER SCHOOL PROGRAM

+ BURKE COUNTY SCHOOL'S OUT DAY CAMP PROGRAM

+ 21ST CENTURY COMMUNITY LEARNING CENTER AT MOUNTAIN VIEW ELEMENTARY SCHOOL

3. Click on the program you wish to register your child for. This will take you directly to the available school locations available to register for. Click the **Register Now** yellow button \***REMINDER\*** The *Before and After School Program* and *School's Out Day Camp Program* (teacher workdays, Vacation days, Holidays, etc.) are 2 separate programs and will need to be registered for separately.



## 4. Click on the school location you want your child to be registered for.

2023/2024 Burke County Before & After School Program

This offering is available at multiple locations. To **Register**, begin by selecting the location that best matches your registration needs.

Drexel Elementary George Hildebrand Elementary Hildebran Elementary New Dimensions Charter School Oak Hill Elementary Ray Childers Elementary Salem Elementary Valdese Elementary W.A. Young Elementary 5. Select the program you would like to register your child for (Before School Only, After School Only, Before **AND** After School) then click register.



- Log into your YMCA account on this page with your email or phone number previously used in past YMCA registrations. If you have forgotten your password, use the "Forgot your password" link.
  - a. If you do not already have a YMCA account, click Sign Up, select the Burke County/Offsite School Age location, select non-member and start. At that point, follow the prompts asking for details.
  - b. You will create a username and password at this point so be sure to keep those credentials for future use (making online payments, making changes to your account, registering for new programs, etc.).



Browse for Programs

\*Make sure to add all children you will be registering for YMCA programs during this sign-up phase. You will do that by selecting the correct age category to add another member to your account. If you skip this section, you will have to contact the Childcare Administrator to have her add your child manually\*

on-Member		
al Vulcano	Adult (26-61)	
Inactive	PRIMARY	
∕ Edit		
you need to add another n	nember?	
uth (10 and under) Teen (11-	-18) Young Adult (19-25) Adult (26-61) Senior (62+)	

7. At this point, you will select the child (one at a time) that you want to register for the before school, after school, before AND after school or School's Day Out Program.

Nelcome, Sal Vulcano	Programs	My Account -
Select Member 2021/2022 Before AND After School Before AND Afterschool		
Sal Vulcano 44 years old		Inactive
sally vulcano 9 years old		Inactive

- 8. For each child you will be registering, you will need to fill out the questionnaire that populates. All of these questions must be answered fully and correctly due to NC licensing requirements.
- 9. Next, each agreement must be read over and signed.
- 10. Now you will finalize the registration by setting up payment methods, making payments, attaching any promo codes or scheduling payments. All payments are due the Friday before the following week of childcare.

\*\*If you have any issues, questions or concerns during the registration process, please call the Childcare Administrator at 828-838-1562 or email her at kristym@ymcacv.org. \*\*