



YMCA OF PAWTUCKET

Childcare & Camp Online Registration Guide

You have three choices to register for childcare / camp. All forms and documentation must be completed to ensure your child's space.

- 1) Register online
- 2) Filling out registration forms and return by email
- 3) Filling out registration forms by printing and returning by postal mail

Online Step 1: Login / Sign Up

Before you register online you must have an active online account (this is in addition to your membership if you have one). Click on the Member Login at the top right screen. You have three choices:

- "I want to sign in to my account" (Someone who has registered online before. If you don't remember, you can try the 'forgot your password' link for help)
- "I want to set up online access for my account" (Someone who is a member, but hasn't used the online registration feature)
- "I don't have an account but I want to create one" (Someone who has never created an online account)

Once you've created an online account, you're ready to register!

Online Step 2: Register

- Below Categories, click "Childcare" or "Summer Camp"
- In the middle of the screen, below "Programs that matched your search", click on your branch
- Click on childcare or camp
- On the left-hand side, under Locations, check the programs you want to register for
- Check the boxes for the childcare / camps you want to register for
- On the right-hand side, at the top or bottom of the screen click "Register"
- Select the child who is registering
- Change or add authorized pickups as necessary and click "Continue"
- Answer the provided questions
 - We **must have a current** immunization and physical record as well as the date of last the tetanus shot
- Click "Accept and Sign" to verify you have read the waiver completely
- Sign your name with your mouse, finger or other device, then click "I Agree"
- Review the programs you've registered for
 - If you're registering another child or adding more programs, click "Add More Programs" at the top of the screen
- Once you've registered for the correct camps, click "Next"
- Click "Pay" to complete your registration



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→ Print a receipt for your records

Filling Out Registration Forms: Complete Online and Return by Email

- Click on the registration form(s) for your branch
- Complete the form(s) and save to your computer
- Email to: TBoillard@ymcapawt.org

Filling Out Registration Forms: Print and Return by Postal Mail

- Click on the registration form(s) for your branch
- Print and complete the forms
- Mail to:

Tammy Boillard
8 Summer Street
Pawtucket, RI 02860
(401) 725-7515

All required paperwork (immunizations, physical and date of last tetanus shot) and payments are due 10 days prior to the start of childcare & camp or your child will not be eligible to participate. Childcare and camp have space limitations and spots are based on a first come, first serve basis.

Thank you and have wonderful camp experience at the YMCA of Pawtucket!