2023-2024 After School Program Registration Guide
(For NEW participants only)

Initial Steps:
- Click **HERE** (https://ywco.campmanagement.com/enroll)
- To create an account, fill in all information on the initial page.
- Don't forget to click the add another participant button if necessary!
- Click Continue to enrollment options.
- Click the Enrollment Tab.
- Click the blue Enroll for 2024 button under the child you wish to enroll first.

Step 1: Select Programs
- Filter by After School Programs, and all available locations will pop up.
- Click Add Option to add the program (at all 7 Oconee County School District elementary schools: High Shoals, Rocky Branch, Malcom Bridge, Oconee Primary, Oconee Elementary, Dove Creek, and Colham Ferry) where you want your child to attend. ***Your child must attend the program where he/she goes to school!***
- Click Save and Continue.

Step 2: Enrollment Questions
- Fill in the promotional photography agreement section.
- Click Save and Continue.

Step 3: Participant Forms/Authorized Pickups
- Click on and fill out the 2024 YWCO After School Program Form, 2024 YWCO After School Program Policies Form, and ASP Authorized Pick Up Form (remember to read each of these fully!); Submit each one.
- Upload your child's immunization record or an exemption letter where it says "click to upload immunizations records document" and click submit once you have done so. Bright From the Start and the Department of Health are now requiring that we have a copy of every child's immunization record or an exemption letter on file.

- The Medication Authorization form and Emergency Action Plan will also pop up based off of your answers about your child's allergies and medication. Fill these out if applicable.
  - Medication can only be given if it's needed for an emergency (such as an inhaler)
- If you have anyone else **besides the guardians** that need to be authorized as a pickup person (grandparents, babysitter, aunt, etc), click the Add/Manage Authorized Pickups button to add them. The system will then text each person a PIN for checking out your children. You can then click Back to Forms.
- Add any authorized pick ups and their information to the ASP Authorized Pick Up Form in addition to putting them on the authorized pick up list due to a BFTS regulation
- Click Save and Continue.

Step 4: Payment and Checkout
- Here you will see the program you selected for your child. Only the registration fees are due now by credit card.
  - *Registration Fees* = $50 per child
  - *Weekly Fees* - Flexible attendance (come as much or as little as needed each week without having to notify the program)
    - **1 day** = $25/child
    - **2-3 days** = $45/child
    - **4-5 days** = $70 for the first child, $60 for each additional child
    - **OCSS Employee Children** - $5/day/child (if attending), must prove OCSS employment with ID badge.
    - All accounts will be Weekly on Auto-Pay and the card on file charged each Monday for the previous week's attendance. You will not be charged if your child does not attend. **We will not accept a check, cash, or any other form of payment at the After School Program or YWCO main location.**
- Click Payment method: credit card and add your credit card information.
- Choose your payment schedule:
  - **Weekly** (charged on Mondays for any attendance in the previous week)
- Check the Terms and Conditions box, Enter your Full Name and Submit Enrollment Request.
- You will receive an After School Confirmation email with FAQs and registration confirmation information.
- If you need to register another child, just click on the Enrollment Tab again and start the process for the next child.

- You will receive a confirmation email for each child.
- **If you do not receive a confirmation email, please contact the YWCO After School Office (located at the main YWCO location) at (706) 850-6396. You are only officially registered once you receive that email and your fees are processed! Please check your account to ensure that you have sufficient funds in it before registering.**