

Before & After School 2019/20 Pre-Registration Instructions



What is Pre-Registration?

Each year families are required to complete an annual registration prior to enrolling their child in a Before & After School program. The annual registration consists of about 65 questions that we are required to have answered per our licensure agreement with the Oregon Office of Child Care.

This year we are opening the annual membership online for pre-registration. Completing this pre-registration now will help expedite the enrollment process into our Before & After School program once those open online.

**This pre-registration does not guarantee a child's place in Before & After School programming. If you complete the annual pre-registration then your child is wait listed for program, this will speed up the enrollment process later when a spot opens up for your child. If your child does not get in from the waiting list, does not attend any drop-ins, and does not attend any full day programs during the 2019/20 school year, the annual registration fee will be refunded to you in June 2020.*

Creating your Account:

** If you have previously registered your child for any Before & After School or Day Camp programming since 2015, you will already have an account and can skip this step.*

When creating a Camp Fire [account](#), you will initially set it up using your parent/guardian information. As the creator of the account, you will be designated as the head of household. Once the account is established, you will then have the opportunity to add a significant other and/or children.

1. Click on the "[Create an Account](#)" button.
2. On each page, complete the required fields, then select "next" to move on.
3. As an adult, skip the "Date of Birth" and instead select "Adult (18-99)" as an "Age Category"
4. After entering your age category, on the third page, be sure to check "**Head of Household**" then select "next".
5. Once you have completed all of the required fields, select "Create Account and Add Family Member."
 - At this point you can continue to add as many family members as needed.
 - **Be sure to un-check the "Yes, I am the main contact for my family" box for all additional family members.**
 - For any additional adults, designate their "Age Category" as "Adult (18-99)."
 - **For children, you DO need to enter a "Date of Birth"** so as to be able to register them for Camp Fire programs.
 - Only include adults who have permission to make changes to the account. Emergency contact and authorized pick-up information will be gathered when you register your child for Camp Fire programs.
 - Please only enter each family member once. If an error is made, the Registrar's office will be happy to correct it for you. They can be reached at (971) 340-1613 or registrar@campfirecolumbia.org.

Once your account is established, you can log-in at any time to sign-up for more programs, see your receipts, check your current schedule, and more!

Completing the Pre-Registration:

1. Log-in to your [online Camp Fire account](#)
2. Under the "Membership" tab (next to Home and Activities), you will select "PPS Annual Membership 2019/20" or "WLWV Annual Membership 2019/20".
3. There is a **non-refundable \$55 annual fee** associated with the annual membership. Select "Add to Cart".
4. Select "Add to Cart" again.
5. Choose your child as the "Participant" then select "Continue".
 - If you will be completing the pre-registration for more than one child, we recommend that you proceed entirely through check-out for each child one at a time so as not to risk having to re-enter your answers to the registration questions.
6. Complete all of the required registration questions for your child then select "Continue".
7. You will be asked to review and sign two waivers. Please do review these then initial that you have "read and agree" to the terms.
8. Select "Check Out" to proceed to payment.

Payment:

To finalize your child's pre-registration, you will be asked to enter electronic check or credit card information and pay the \$55 fee.

Electronic check is our preferred method of payment as credit card charges incur a small fee with every transaction. **Using the electronic check method can help save us costs that we can put back into our programming.**

1. Once you have decided on a payment method, complete all of the required fields.
2. Check the box to store your credit card or electronic check for future use so it is ready when you return to register your child for the Before & After School programming.
3. Select "Pay" to finalize the pre-registration.
4. After completing the pre-registration, you can choose to "View or Print Receipt." You can also access this receipt at any time through your Camp Fire account.

I've completed the Pre-Registration, now when can I enroll my child for Before & After school programming?

Enrollment for Before & After School programming for the 2019/20 school year will be opening on two separate dates this year. This is to help prevent the registration system from overloading when all families try to enroll at one time.

WLWV schools will open May 14th at 8pm
PPS schools will open May 21st at 8pm

The Before & After School Registrar, Multi-Site Coordinators, Assistant Director, and Director will be in the office from 8-10pm on the 14th and 21st to assist families as needed.