

Before & After School 2019/20 Program Enrollment Instructions



Finding your Program:

Visit our Before & After School [website](#) and pick the district your child's school is in, [Portland \(PPS\)](#) or [West Linn/Wilsonville \(WLWV\)](#). Once on the correct district page, click the "Enroll Now" button and you will be redirected to our [online registration](#).

**The registration software is not mobile friendly. You can work around this though if you wish to enroll using a mobile device. After you select "Enroll Now" you will be taken to a screen that says "Mobile enrollment is unavailable". Select the "home" button then select "full site". You should now be directed to the desktop version of the registration software and can continue with enrollment.*

Creating your Account:

** If you have previously enrolled your child in 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.

To create a Camp Fire account:

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 enroll 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 complete the annual membership for your child.
 - 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!

Enrolling in Before & After School Programs:

1. Log-in to your [online Camp Fire account](#)
2. Under the “Activities” tab (between Home and Membership), you will select “Daycare”. This will show you all the Before & After School program options and In-Service days currently available for enrollment.
3. You can also search for a specific school name to get a more defined list of package options. For the Beverly Cleary Schools, you will need to enter the specific site location, Fernwood or Hollyrood. For In-Service days, search the date (ex: 3/26) you are interested in enrolling in then choose the best location for your child.

***Please ignore the listed number of openings for a program. This number is reflecting every opening for every child every month of the school year and is therefore exaggerated.**

4. After you’ve selected the Before & After School program you are interested in, please review the program details before proceeding. When you are ready to enroll, select “Enroll Now”.
 - Change the “Participant” to the child you are wanting to enroll.
 - i. If you are planning to enroll multiple children, you will return to this page then complete the remaining steps for each of them.
 - Once you have chosen a participant, select “Continue”.
5. You will now be directed to the calendar page.
 - If you are wanting to enroll your child for all five days each week, select “All Days”.
 - If you are wanting to enroll your child for two, three, or four days of a week, you can select the individual days you need.
 - After you have selected the days you are needing, select “Show on Calendar”. When you scroll down to view the calendar you should see the weekdays that you selected checked.
6. Once the days you are needing have been added to your calendar, select “Add to my Cart”.
 - **The Before & After School programs are designed for children to be enrolled for 2 - 5 days during a week.** If you enroll your child for a single day you will still be charged for the minimum 2 days.
 - If any of the days you are needing are at capacity, they will show as **full** on the calendar. You will have the option to add your child to the waiting list for any days that are at capacity but your child will not be enrolled.
 - i. To add your child to the waiting list complete step 2 then select “Add to my Cart” a second time. You will not be charged for the days your child is wait listed for. Be sure to complete check-out to confirm your child’s waiting list request.
7. **A non-refundable \$55 annual registration fee and a portion of your first month’s payment are due as you enroll.**
 - This year we are offering pre-registration in May for families to complete the annual registration prior to enrolling for program. If you have done this you have already paid the \$55 annual registration fee and will just be paying a portion of the September payment when you enroll in program.
8. You will have two options for future payment of monthly fees - to pay the full annual fee up front or to utilize the monthly automatic payment plan. **We recommend the monthly automatic payment plan** option that will automatically deduct equal payments on the 1st of the month from September through May. After you have selected to pay in full or to establish a payment plan, select “Continue.”

- If you need to change your payment method at any point, you can log-in and update your payment information or call the Registrar's office.
 - Families are free to pay the account balance earlier than the payment plan deadlines by logging into your account at any time.
9. Answer the required (marked with a *) licensing questions then select "Continue." You will only be required to do this one time per child.
 - If you completed the pre-registration in May you will have already answered these questions for the year so this step will be skipped.
 10. If you have another child that you want to enroll in the same Before & After School program select "Add Another Participant." Repeat steps 4 - 9.
 - There is a \$20/month sibling discount for each additional child that you enroll. This discount will only apply automatically if your children are attending the same school. If the discount has not applied for your family, please complete the enrollment then contact the Before & After School Registrar to have the discount applied manually.
 11. When you have enrolled each of your children select "Proceed to Checkout."
 12. You will be asked to review and sign the Before & After School program waiver, a start date agreement, and a drop-in agreement. Initial for each child, check that you have "read and agree to waiver", then select "Check Out".

Payment:

To finalize your child's enrollment, you will be asked to enter electronic check or credit card information.

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 for your child's Before & After School programming fees, complete all of the required fields. Select the "Store this [card/electronic check] for future use" box so you do not have to input new payment information each time you have a charge due.
 - If you are setting up a payment plan you must check the "Store this [card/electronic check] for future use" box.
 - Review the payment plan then select "Pay".
 - If you are paying in full, select "Pay".
2. After completing the enrollment, you can choose to "View or Print Receipt." You can also access this receipt at any time through your Camp Fire account.

Feel free to contact the Before & After School Registrar if you have any questions

Email: Registrar@campfirecolumbia.org

Phone: (971) 340-1613