



## Before & After School 2021/22 Enrollment Guide

### **New to Camp Fire**

If you have previously registered your child for any Before & After School or Summer Day Camp programming since 2019, you will already have an account and can skip to [Returning Camp Fire Families](#).

To create a Family Portal:

1. Choose the [Before & After School program](#) you would like to enroll your child in and select “[Sign-up for lottery](#)”, “Enroll”, or “Add to waiting list” (this option will change based on the program’s status).
2. Select the days you would like your child to attend.
3. Continue the account creation by answering the registration questions. Required fields will be marked with stars. Once you have completed the required registration fields, select “add to cart”.
4. In your cart, you can choose to enroll your child for additional programs and/or add a second child.
5. When you have added your child(ren) to the program that applies to them, continue the account creation by choosing a username and password, adding a payment method, and reviewing the waivers.
6. After you complete all the required fields, select “complete registration”.

Once your account has been approved, we recommend that you review your [Family Portal](#) then download the [mobile app](#). Your Family Portal will allow you to view announcements, make payments, review and request changes to your child’s schedule, update your information and that of your emergency contacts and authorized pick-ups, and setup autopay. We highly recommend setting up autopay and authorized pick-ups immediately after creating your account.

### **Returning Camp Fire Families**

Log-in to your [Family Portal](#) to enroll your child for additional programming. You can also enroll for programming using the [mobile app](#).

To enroll:

- 1) In your Family Portal, select the “Personal” tab to review your family’s registration details.
  - a. If you will be enrolling a new child, select “Add new student” and create their profile now so that you can later select them to enroll.
- 2) After confirming your registration details, proceed to enrollment by selecting the “Registration” tab.
- 3) Use the drop-down menu to choose your child’s school.
- 4) Scroll to the program you would like your child to attend then select “[Sign-up for lottery](#)”, “Enroll”, or “Add to waiting list” (this option will change based on the program’s status).
- 5) Select your child then select “Submit”.
  - a. If you are enrolling multiple children for the same school and same schedule, you can select each of them here.
- 6) Select the days you would like your child to attend.
- 7) Review the required registration fields then select “Add to cart”.
- 8) If you would like to enroll your child for additional programs, or enroll an additional child for a different school or schedule, select “Add more programs”. If not, skip this step.
- 9) Finalize the enrollment by selecting a payment method, and reviewing the waivers.
  - a. After you complete the enrollment, we highly recommend that you setup autopay.

*(Returning Camp Fire Families continued)*

10) After you electronically sign the waiver, select “Complete registration”.

### **Lottery Placement**

Camp Fire Columbia uses a lottery system for each of our Before & After School programs. Families who register for a Before & After School program between July 1<sup>st</sup> and 21<sup>st</sup> are entered into a lottery for the program and days of their choice. If you are unsure of which days you will be needing, it is better to request more than less because you can always decline days but you likely will not be able to add days later. Each family who enters into the lottery is assigned a lottery number. We then pull the numbers randomly to determine the order of placement. Families with multiple children are assigned a single number like single-child families so as to even their odds for placement but when their number is drawn, all of their children will be placed or wait listed together. If you have multiple children but have one who needs priority placement over the other(s), please email the Registrar after signing them up for the lottery so a note can be made on their lottery request. With that noted, if your number is pulled when there is just one spot remaining, we can place the child you’ve indicated priority for and wait list the other(s). Lottery numbers are drawn until every family has been placed either into a program or onto a waiting list. We will then notify each family of their placement order. There will be a second-round lottery for families who sign-up between July 22<sup>nd</sup> and July 31<sup>st</sup>. The second-round families will be placed after the first-round families. All families who register after July 31<sup>st</sup> will be chronologically added to their program’s waiting list.

Partnering with our school districts to identify priority families allows us to further strengthen our supports to our school’s most vulnerable students. To address those most impacted by the pandemic, support school districts’ efforts to ensure educational equity for all students, and foster a commitment to diverse programming Camp Fire Columbia will prioritize child care for the following students: BIPOC students or students whose family contacts are BIPOC (Black, Indigenous, People of Color), single family households, and students in the foster care system. Please use the “notes” field in your personal section in the [Family Portal](#) to identify any circumstances within your family for prioritization. Prioritization will not guarantee placement in program. We anticipate that regulations will keep capacities low as school starts. Families’ lottery placements will be utilized as further space is made available.

### **Family Portal App**

Families who have a [Family Portal](#) can also download the InSite Connect app to their android or iOS smart phone. We have not fully implemented the app yet but families can start to familiarize themselves with it.

Every family has a unique authentication code assigned to them as their Family Portal is created and the app will require that code when it is first downloaded. To access your authentication code:

- 1) Log-in to your Family Portal then select “Account” in the top right corner.
- 2) Your authentication code will be listed after your username.

Once you have entered your authentication code into the app, you will then be able to use your username and password to access your Family Portal as needed. Within the app you can access:

- 1) Communications
  - a. Camp Fire announcements will be posted here. You can setup the app to notify you when there are new announcements. The app notifications are often faster way to receive Camp Fire announcements than the email notifications.
- 2) Statement
  - a. Review any balances you have due.
- 3) Pay Now
  - a. Make a payment on your account.

*(Family Portal App continued)*

- b. You cannot access autopay in the app. For your convenience we do recommend setting-up autopay for all balances.
- 4) Profile
  - a. Review your details, your child's details, and the details of your emergency contacts/authorized pickups.  
\*You will need to login to your online Family Portal to edit these details.
- 5) Daily InSite
  - a. The site teams will be able to upload regular photos and achievements made by the children in their programs. You can setup the app to notify you when there are new Daily InSites.
- 6) InSite Photos
  - a. Program photos uploaded by the site teams can be viewed here.
- 7) Calendar
  - a. Review your child's upcoming schedule.
- 8) QR Code
  - a. Rather than having to enter your pin each time you sign-in/out your child, you can scan this QR code.  
\*This is only applicable for the sites who are using digital attendance\*
- 9) Registration
  - a. Enroll your child for additional Camp Fire programming.
- 10) Settings
  - a. Setup announcement and Daily InSite notifications.
- 11) Log Out

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

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