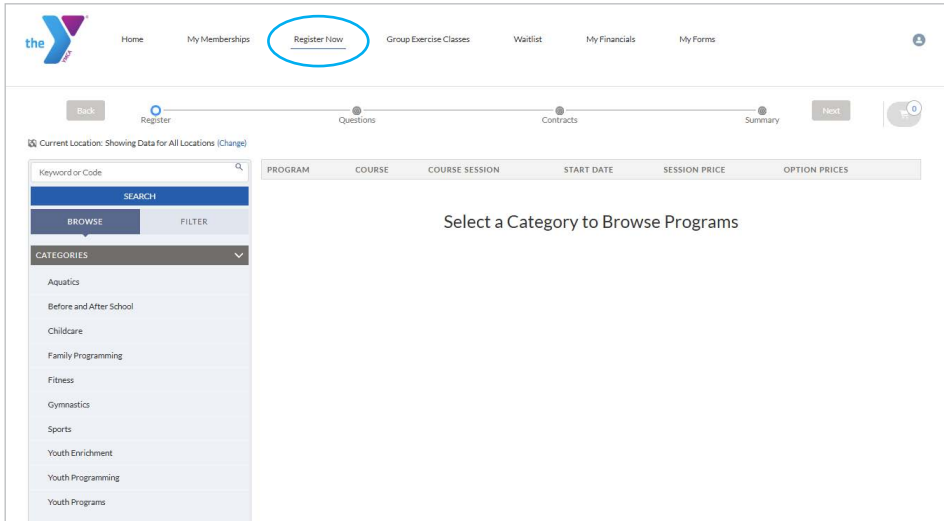


# REGISTERING FOR BEFORE AND AFTER SCHOOL CARE

Ensure you have created your account and added before and after school care participants as contacts to your household – view [our guide](#) for assistance.



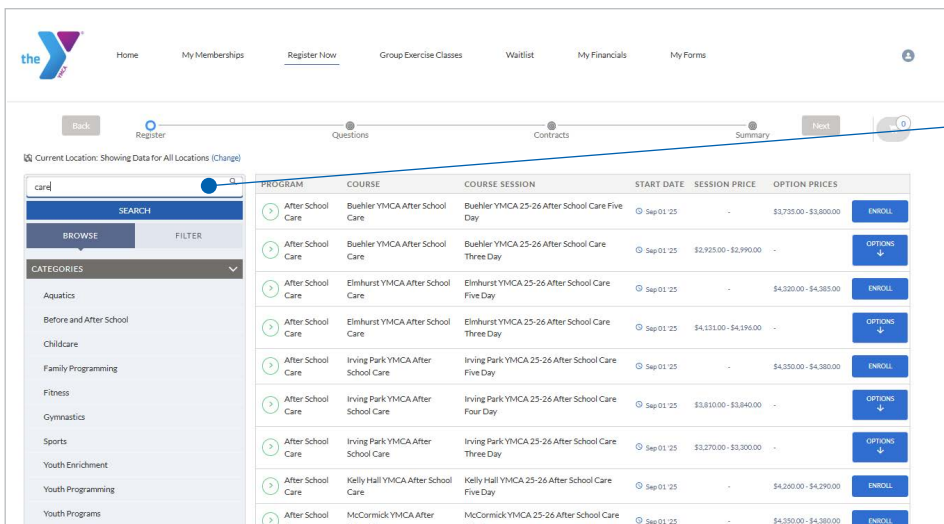
## PART ONE

### STEP 1:

Visit the [program registration page](#) on Community.

There are multiple search options:

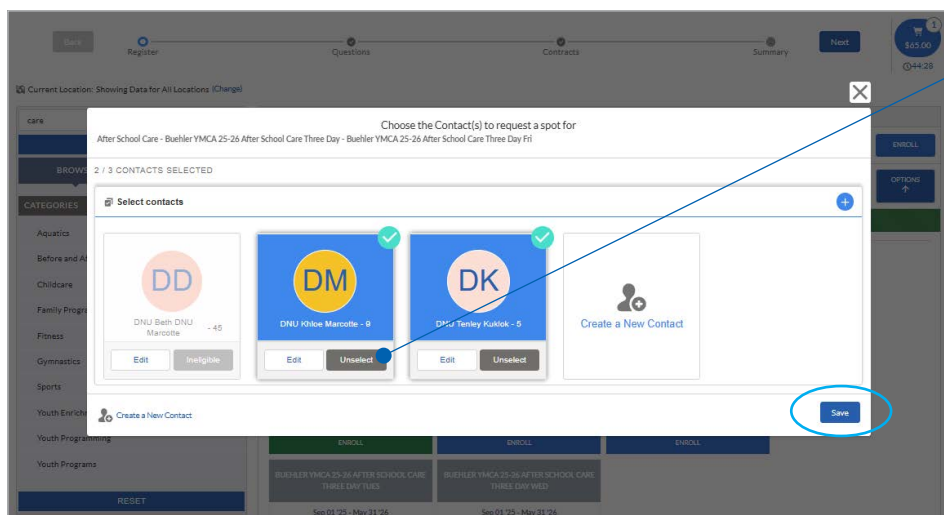
- Click "SEARCH" to view all available programs.
- Filter to the "School Age Childcare" category.
- Change from "all locations" to your preferred location.
- Type a keyword into the search bar, such as a YMCA Community Hub or a school name, and click search.



### STEP 2:

Once you've identified the program(s) you'd like to register for, click "Enroll" or if multiple options are available click "Options [down arrow symbol]".

Note - "Option Prices" reflects the total cost for the entire program session (i.e. the school year).



### STEP 3:

Select the specific option to enroll – a pop-up box will display, select the contact(s) eligible to register and then click "Save."

the Y logo | Home | My Memberships | Register Now | Group Exercise Classes | Waitlist | My Financials | My Forms

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Current Location: Showing Data for All Locations (Change)

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES	
After School Care	Buehler YMCA After School Care	Buehler YMCA 25-26 After School Care Five Day	Sep 01 '25		\$3,735.00 - \$3,800.00	ENROLL
After School Care	Buehler YMCA After School Care	Buehler YMCA 25-26 After School Care Three Day	Sep 01 '25	\$2,925.00 - \$2,990.00		OPTIONS ↑

You can enroll in up to 3 options for Buehler YMCA After School Care - Buehler YMCA 25-26 After School Care Three Day

BUHLER YMCA 25-26 AFTER SCHOOL CARE THREE DAY FRI	BUHLER YMCA 25-26 AFTER SCHOOL CARE THREE DAY MON	BUHLER YMCA 25-26 AFTER SCHOOL CARE THREE DAY THURS
Sep 01 '25 - May 31 '26 No day of week specified 3:05 PM - 6:00 PM 19 spots remaining Ages 5 to 13 Location: Buehler YMCA Included in Session Price	Sep 01 '25 - May 31 '26 No day of week specified 3:05 PM - 6:00 PM 19 spots remaining Ages 5 to 13 Location: Buehler YMCA Included in Session Price	Sep 01 '25 - May 31 '26 No day of week specified 3:05 PM - 6:00 PM 19 spots remaining Ages 5 to 13 Location: Buehler YMCA Included in Session Price
ENROLL	ENROLL	ENROLL
BUHLER YMCA 25-26 AFTER SCHOOL CARE THREE DAY TUES	BUHLER YMCA 25-26 AFTER SCHOOL CARE THREE DAY WED	
Sep 01 '25 - May 31 '26 No day of week specified 3:05 PM - 6:00 PM 19 spots remaining Ages 5 to 13	Sep 01 '25 - May 31 '26 No day of week specified 3:05 PM - 6:00 PM 20 spots remaining Ages 5 to 13	

**STEP 4:**

Continue enrolling in all desired programs. Once finished, you will see the program(s) added to the cart and the "NEXT" button in the top menu bar next to the cart icon.

Note – You have 45 minutes to purchase before the cart will time out and registrations will be released.

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Contracts  
Please complete all contracts

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Terms and Conditions						

THE YMCA OF METROPOLITAN CHICAGO AUTHORIZATION AGREEMENT FOR THE AUTOMATIC PAYMENT PLAN  
This payment plan (the "Payment Plan") is provided at NO EXTRA CHARGE to you.

**AUTOMATIC DEDUCTION FROM FINANCIAL INSTITUTION**  
I hereby authorize the YMCA of Metropolitan Chicago ("YMCA") and the Financial Institution designated below to begin automatic deductions from the account designated on this transaction in the amount of my monthly Childcare Fees as set forth. I acknowledge that the organization of deductions from my account must comply with provisions of U.S. law.

**AUTOMATIC DEDUCTIONS AND AUTOMATIC CHARGES**  
The deduction or charge will occur in accordance with the summer day camp programs the above children have been registered for and the timing as specified in the Day Camp Parent Handbook.

I UNDERSTAND:

- I can cancel my automatic payment at any time by notifying the YMCA in person, by fax, by postal mail or by email with confirmation of receipt a minimum of 5 business days prior to the payment date. Initials
- My monthly bank/credit card statement should show the amount and date payment was made to the YMCA. I understand that I am responsible for ensuring that the account designated above has sufficient funds/credit on my automatic payment due date to allow for the automatic deduction/charge of my payment.
- I need to supply the YMCA with 5 business days notice of any changes I would like made to my account.
- I am responsible for making sure my contact information is up-to-date, including any changes in my name, address, financial institution or account information.
- I will need to complete a new Draft Form if I would like changes to my financial institution or account information.
- The YMCA has the right to cancel my child's participation in the Day Camp program if it is unable to collect payment due, and that I am liable for any uncollected payments, fees or penalties imposed by the YMCA or my financial institution.
- If my Day Camp program draft is cancelled for any reason, I must make arrangements to pay any outstanding balance due, fees or penalties by the YMCA and my family will not be allowed to register for program until those balances are paid.
- The YMCA will charge a \$25 service charge for any returned checks and any denied attempts to draft from my credit/checking account.
- My financial institution may provide the YMCA with updated account information including account number and expiration date. I authorize to allow my membership payment to continue.
- By signing my name below, I agree that I have read, understand and accept these terms.

Cancel Confirm

**STEP 5:**

The next step includes signing any contracts required, related to each registration. Select the "SIGN" button and a pop up will display.

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Contracts  
Please complete all contracts

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Terms and Conditions						

Please Fill in to Agree with the Above Text

\*Full Name  
[Text Field]

\*Sign Here  
[Signature Line]  
Clear Signature

Sign Above

Cancel Confirm

### STEP 6:

After signing any necessary contracts, the final step to complete initial registration is to pay a registration fee.

After paying the registration fee, your initial registration is complete. You can view any current registrations on the "Home" page of your account, under "Registrations."

## PART TWO

You must now complete additional forms before the start of your first session.

### STEP 7:

To complete the required forms, navigate to "My Forms" on the home page of your account.

You will see any necessary forms and required deadlines, to begin select "Fill Out Form."

A pop-up box will display with additional questions. You can also save this form to revisit multiple times until complete.

Press "Submit" once the necessary form questions are answered and the task is complete.