

2022-2023 Before and After School Online Paperwork Directions

*Below are the steps to set up an account and fill out registration paperwork online before coming into the YMCA branch to register for before and/or after care programs, completing the steps below **does not register your child for the program or hold a spot***

Go to <https://bit.ly/SACC2223> or use the QR



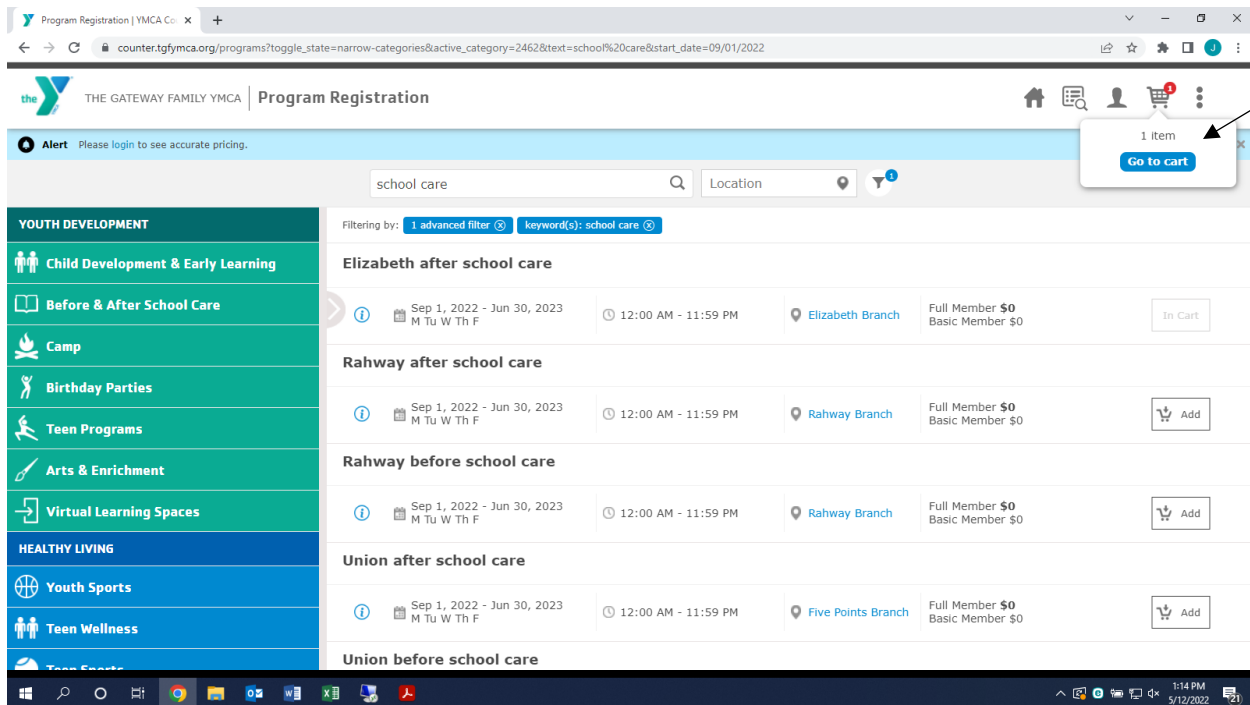
Code

The screenshot shows a web browser window with the URL counter.tgfyymca.org/programs?toggle_state=narrow-categories&active_category=2462&text=school%20care&start_date=09/01/2022. The page title is "Program Registration" for "THE GATEWAY FAMILY YMCA". A search bar contains "school care" and the results are filtered by "keyword(s): school care". The results list several programs:

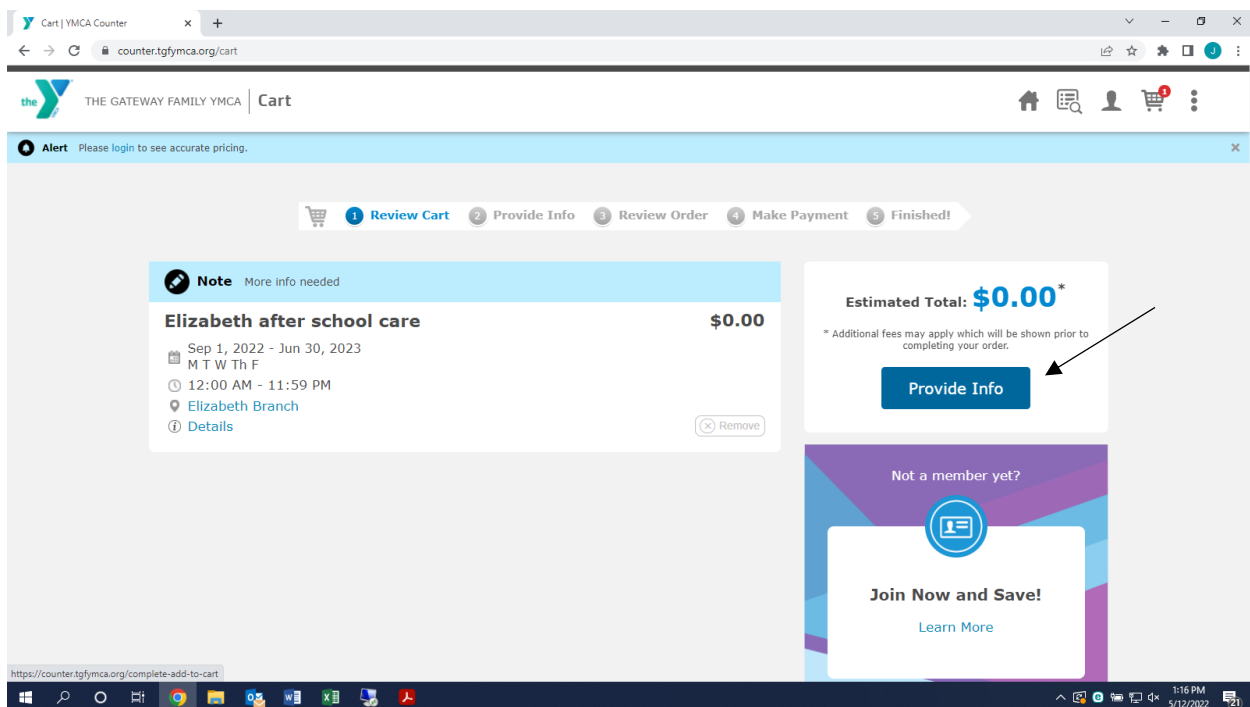
Program Name	Dates	Time	Location	Membership	Action
Elizabeth after school care	Sep 1, 2022 - Jun 30, 2023 M Tu W Th F	12:00 AM - 11:59 PM	Elizabeth Branch	Full Member \$0 Basic Member \$0	Add
Rahway after school care	Sep 1, 2022 - Jun 30, 2023 M Tu W Th F	12:00 AM - 11:59 PM	Rahway Branch	Full Member \$0 Basic Member \$0	Add
Rahway before school care	Sep 1, 2022 - Jun 30, 2023 M Tu W Th F	12:00 AM - 11:59 PM	Rahway Branch	Full Member \$0 Basic Member \$0	Add
Union after school care	Sep 1, 2022 - Jun 30, 2023 M Tu W Th F	12:00 AM - 11:59 PM	Five Points Branch	Full Member \$0 Basic Member \$0	Add
Union before school care					

An arrow points to the "Add" button for the "Elizabeth after school care" program.

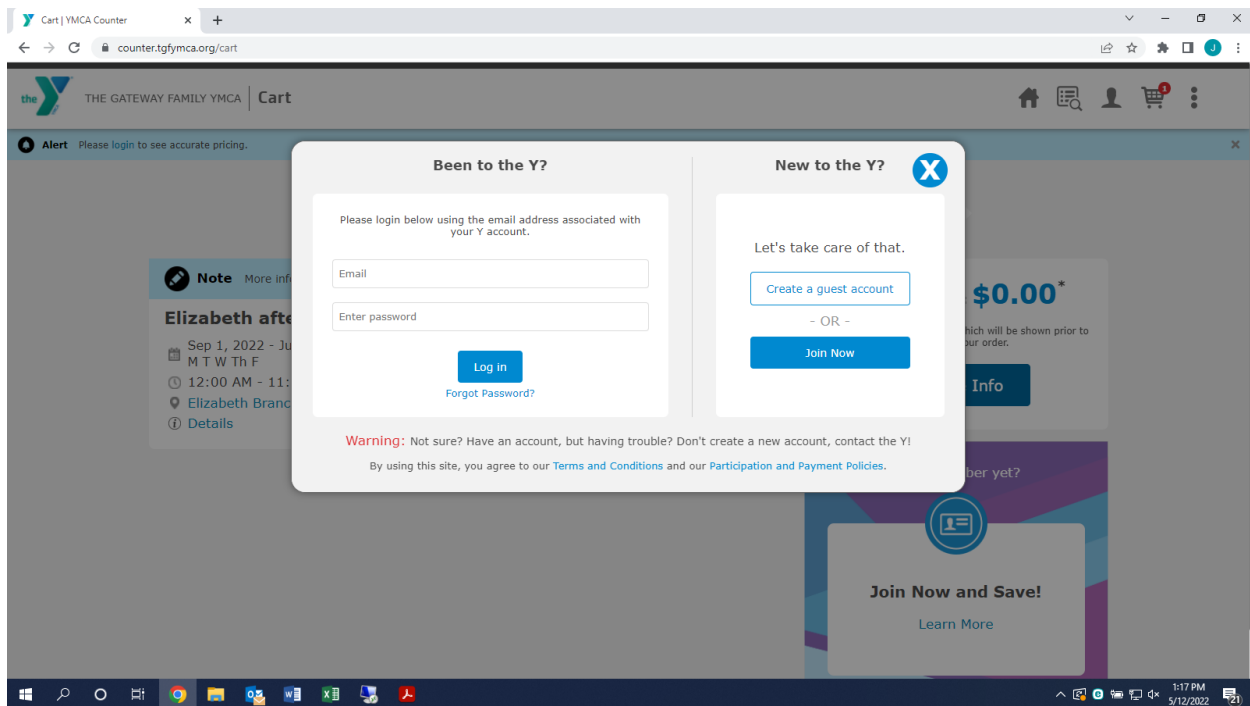
- You will be brought to this screen where you will choose your school district and programs of your choice
- Please note, we are offering 5 and 3 day after care programs but you will choose which you need at the time of registration. If you are enrolling in any after care program option (5 or 3 day) you will click on after school care.
- If your child is doing both before and after school (Rahway & Union only), you will need to click on each one and add to the cart.



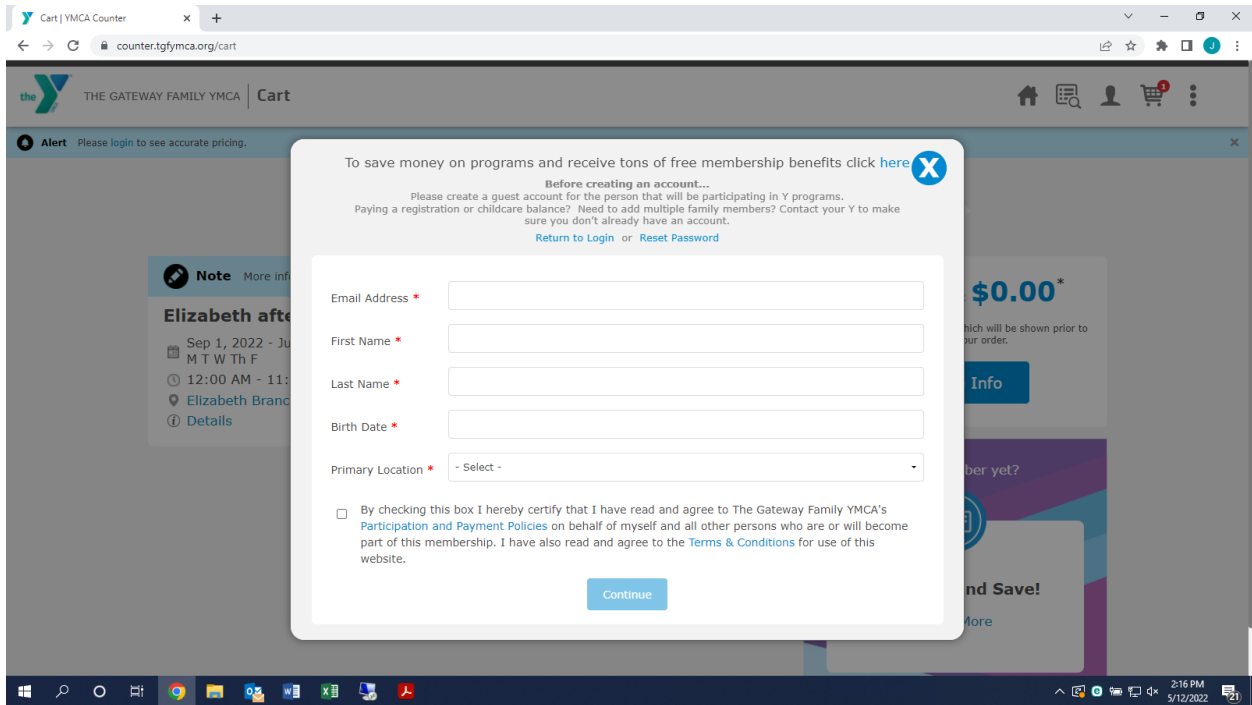
- Add your choice to the cart, if your child is doing two programs (before and afterschool), you only need to click on ONE in order to fill out the registration waiver. Since this is not an actual registration, it will not have any impact on the program(s) you choose at the time of registration.
- Click *Go to Cart*



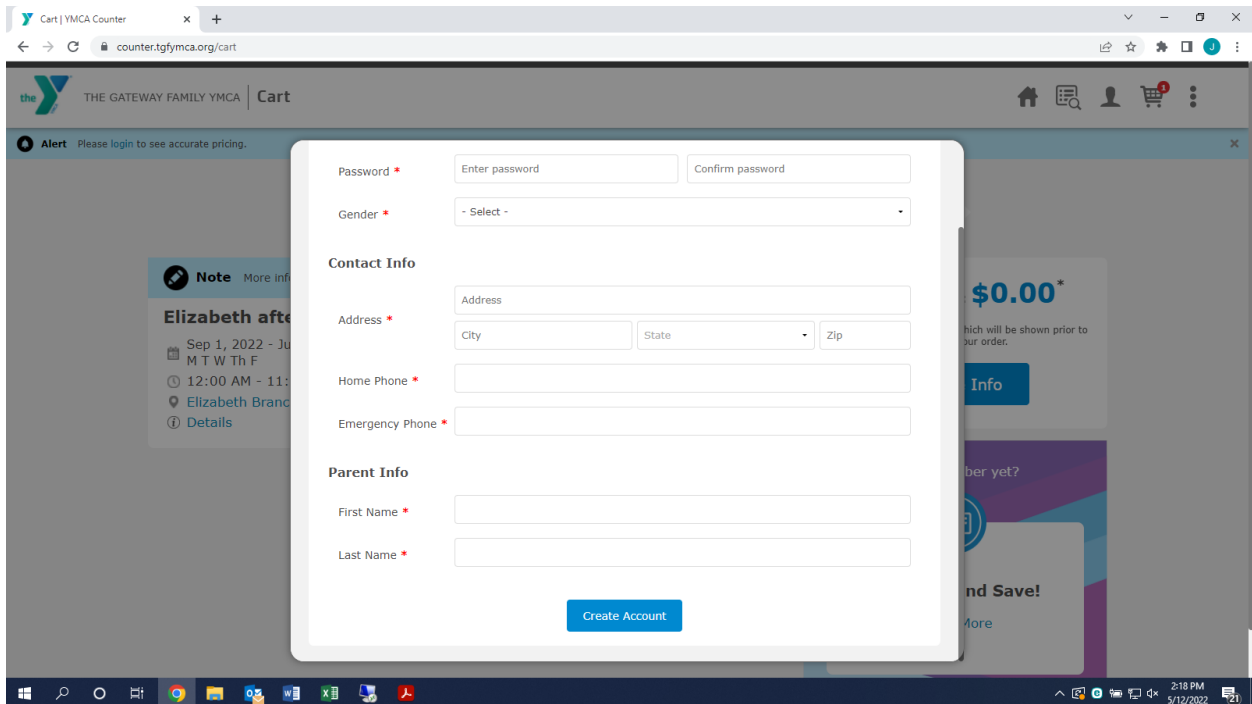
- Check to make sure the correct locations and at least one program is in your cart (dates listed are the first and last dates of the months of the program, not the first and last day of school).
- Click on Provide Info



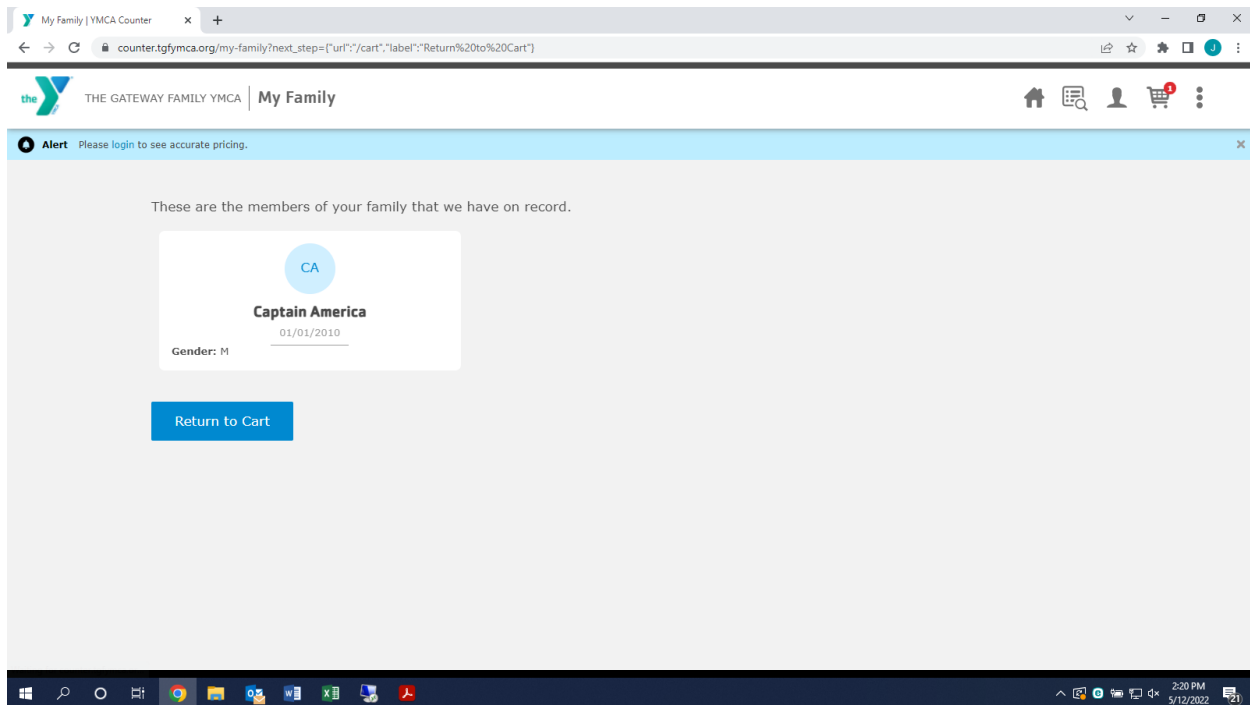
- **If your child is a previous member (expired) or current member, you will log in under *Been to the Y?* on the left side with the email address on file and your password. If your child is a new member (has never visited the Y), click on *Create a Guest Account* and go to next screen shot below.**
- If you have not changed the password to something of your choice before, the password provided automatically is your child's first and last initials and his or her birthdate (2 digit month, 2 digit date and 2 digit year). Ex. AB101508
- If you have forgotten your password, please use the "Forgot My Password" tool or to update your email address, please contact the branch.



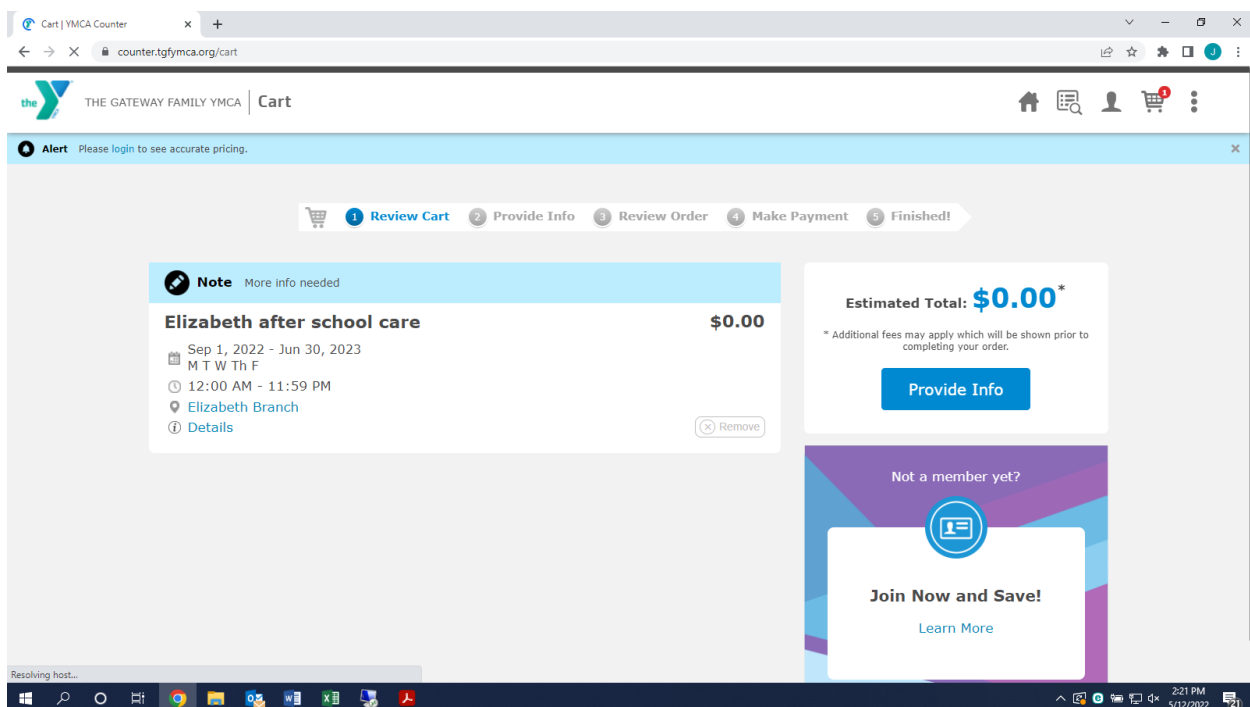
- If your child is new to the Y, you will click on *Create a guest account*
- The email address provided should be on that you are comfortable receiving emails on from the Director and the Y.
- The First Name/Last Name/Birth Date fields will be your child's information.



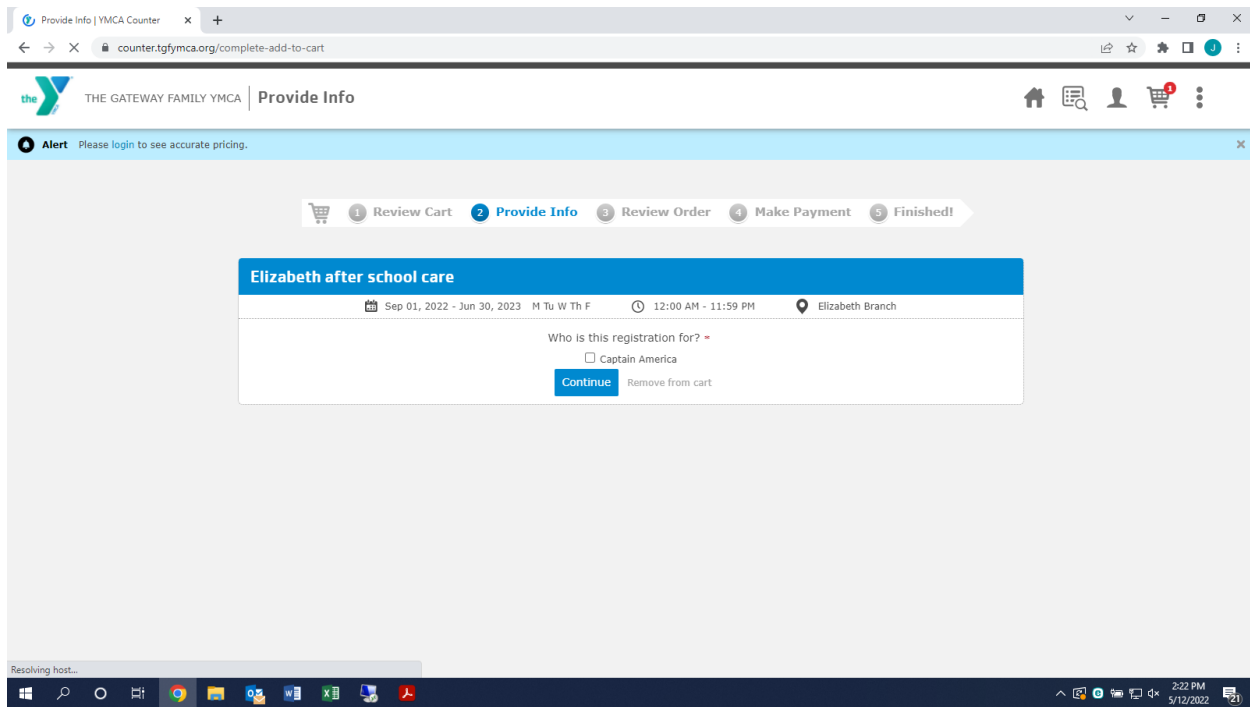
This step is only if you are setting up a guest/new profile. If you are a current/returning member and have logged in successfully, you can skip this step and the next one.



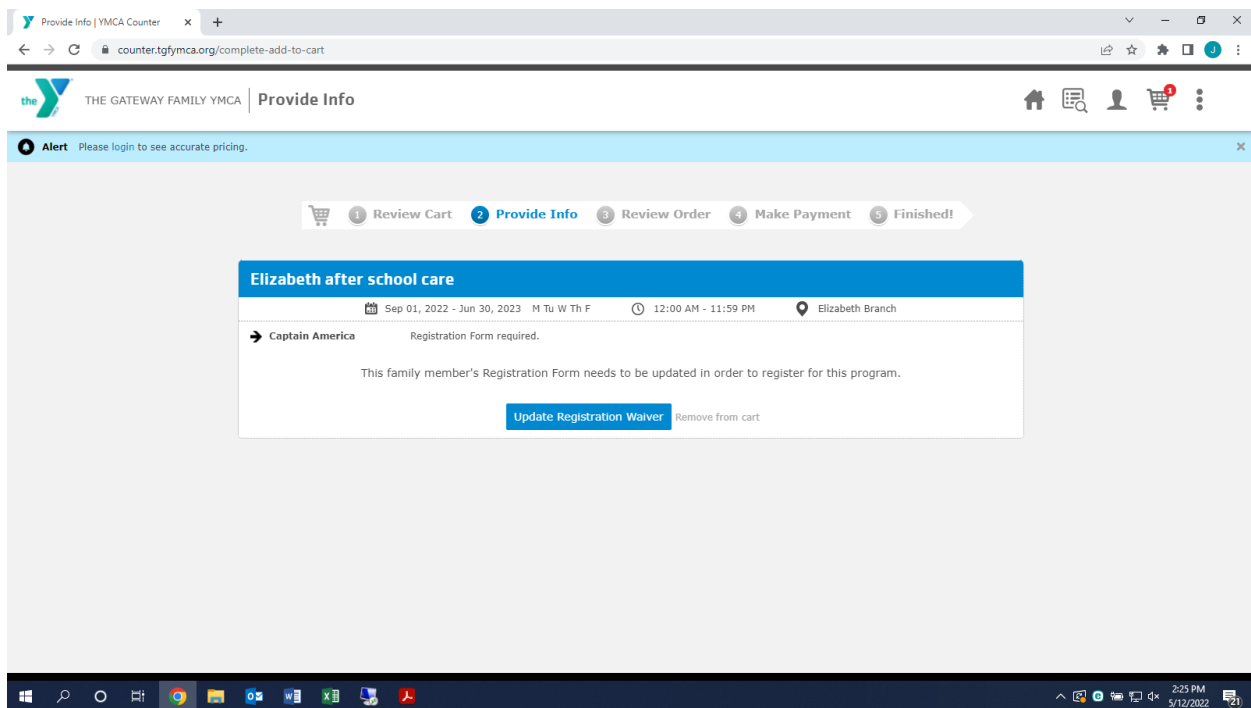
- After completing all necessary sections, you will press *Create Account* and be brought to this screen and press *Return to the Cart*



- You will return back to the beginning screen, double check it is the correct program.
- Press *Provide Info*



- Click on the child(ren) you want to fill out registration paperwork for.



- You will be asked to update registration waiver (the same message pops up whether you are a new participant or a returning and updating the paperwork).

Gateway Registration Form

Participant Info

First name * Middle initial Last name *

Gender * Boy Girl Date of birth * Grade as of September Current school

Address

City State ZIP code

Parent/Guardian

Parent/guardian first name * Last name * Email *

- You will then be required to fill out the registration forms.
- These are required and must be complete in order for your child to attend the program. You can update these at any time if any information needs to be changed.

Gateway Registration Form

Medication/Allergies/Vaccines

Please list ALL medications, including non-prescription, taken routinely. The Y prefers that all medications be administered at home before and after the program. However, if medications are required, please send enough to last the entire session. Please keep all medications in the original packaging that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration.

The child takes medication on a routine basis. * Yes No

Vaccines

Do you have a file to upload? Yes No - I need to fill out the vaccine records

DTP	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
TD	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Tetanus	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Polio	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	
MMR	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>				
or measles	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>				

Allergy Info

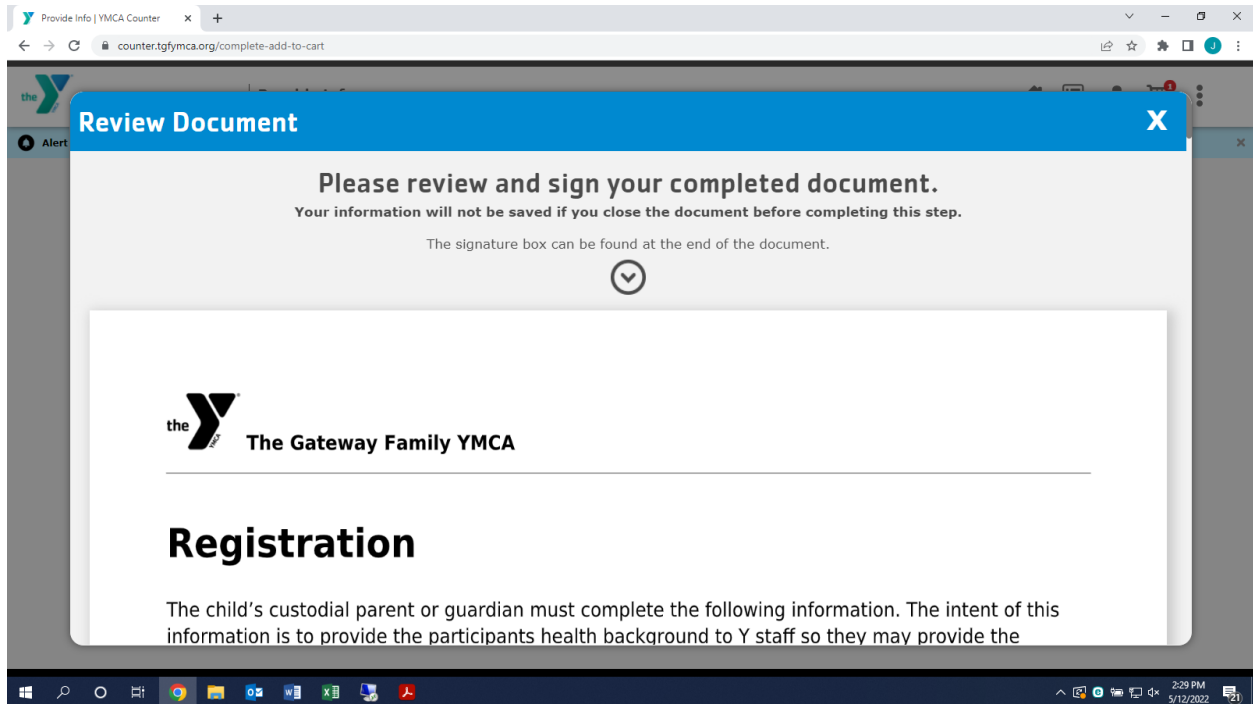
List any allergies below. Also provide reaction and management of this reaction:

Medication allergies *

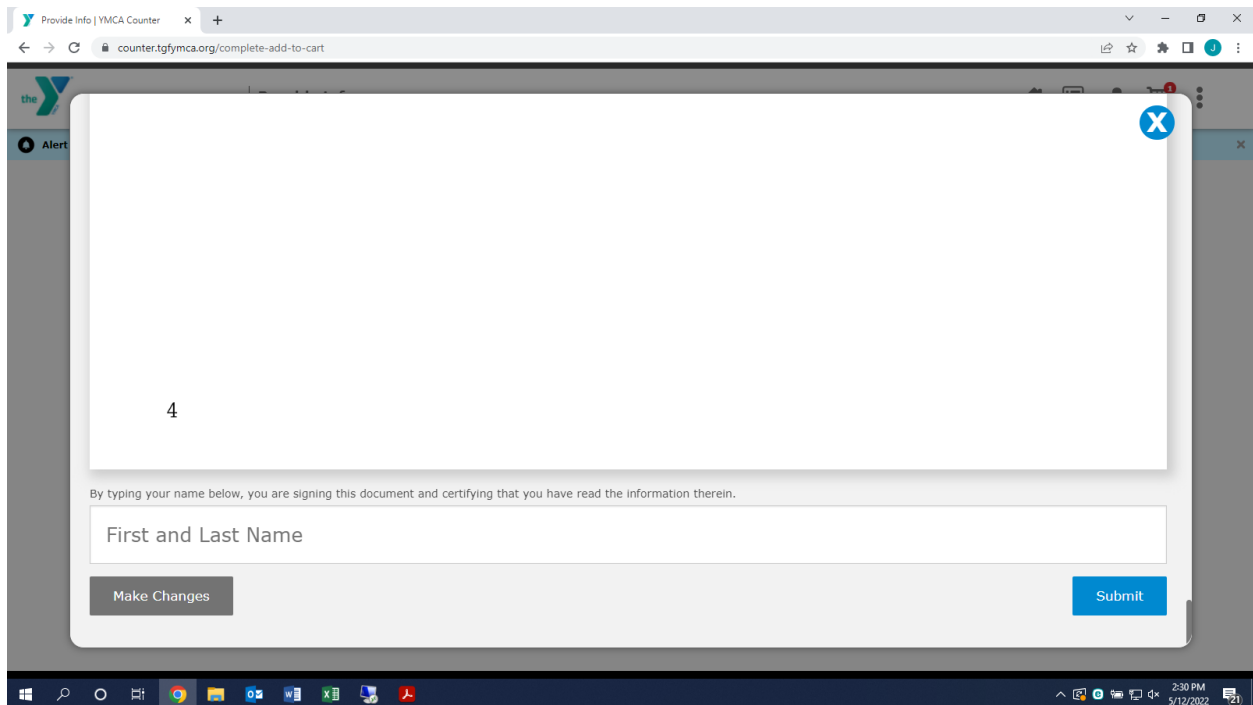
Food allergies *

Other allergies *

- On the Medical Page of the registration form, the immunization records are not required (since you submit them to your child's school). You can either upload them if you would like or press No-I need to fill out the vaccine records. You can continue past this section without filling anything in.
- The Allergy Info must be filled out, this is important for our staff at each school to have on site.



- This is a preview for you to review the information you have filled out on the packet. We will not receive it until you sign and hit submit on the bottom.



- Once you have reviewed all information, type your name in and hit submit. Your child's paperwork will be completed.
- **This is not a registration for the program itself. To register your child, please visit your Y Branch and Register in person.**