



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA Before & After School Registration Guide

## Getting Started:

1. Go to [ymcamemphis.org](http://ymcamemphis.org). From the website homepage, choose Childcare, Before & After School Y-Care, and select School District.

YMCA OF MEMPHIS & THE MID-SOUTH

JOIN THE Y

DONATE

WORK AT THE Y



2. From your School District homepage, scroll down and click **Register Now** which will lead to our Smartcare registration platform.

Before & After School Care.



3. New users will need to create a New Enrollment. Existing users can simply login with their existing credentials.

<p><b>New User</b></p> <p>First time register? Click the button below in order to start the enrollment process.</p> <p><a href="#">Create New Enrollment</a></p>	<p><b>Existing User</b></p> <p>Login using your Smartcare Account</p> <p>Email Address *</p> <input type="text"/>  Password * <input type="password"/>  <a href="#">Forgot Password?</a> <a href="#">Login</a>
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4. Select the Center at which you are choosing to enroll from the dropdown menu.

Select a Center

What center are you enrolling your child(ren) for?

Center \*



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5. For new users, enter your email address for validation, then click the blue **Next** button to continue.

6. Check your email for an email from [enrollments@smartcare.com](mailto:enrollments@smartcare.com) titled **Enrollment Into—Center Name**. This email will contain your One-time passcode. Enter the passcode and click the blue **Next** button.

7. Enter Parent /Guardian information. To add additional parents or guardians who will have access to account information click the blue **Add parent/guardian** button.

8. Enter your child's information, select the tuition plan for the program you want, and enter all Medical information. To add additional children who will attend the same site click the blue **Add Child** button. Once all required fields are filled click the blue **Next** button.



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9. Enter the date of your child's last physical, any allergies, and their doctor information, then click the blue **Next** button.

BARTLETT Faith Baptist Online Enrollment Form

Medical Information & Additional Information

1 2 3 4 5

Medical Information

Physical

Date of Last Physical \*

Allergies

Does your child have any allergies?  Yes  No

Doctor(s)

+ Add doctor

Next Step →

10. Enter any additional Emergency Contacts or Pick-up people. These people will **Not** have account access. To add more than one click the blue **Add person** at the bottom. Once all have been added click the blue **Next** button.

BARTLETT Faith Baptist Online Enrollment Form

Emergency Contacts & Pick-up People

1 2 3 4 5

Emergency Contacts / Pick-up People

You can add additional people as emergency contacts and/or pick-up people for your child(ren). *Note:* parents/guardians are added as both emergency contacts and pick-up people by default.

Person #1

First Name \* Last Name \*

Email Address Primary Phone Number \*

Street Address

City \* State \* Zip Code \* Relationship to child \*

Add this person as Emergency Contact  Add this person as Pick-up Person

+ Add person

Next Step →

11. Download, read, and fill out (if applicable) the listed documents prior to your child's start date, submit your digital signature, and click the blue **Next Button**.

## Documents

Please download, read, and fill out\* (if applicable) the following documents prior to your child's start date. **Note:** any documents that need to be filled out should be returned to your center directly.

- Licensing Summary Requirements.pdf
- TN DHS Influenza Form.doc
- TN DHS Personal Safety Form.pdf
- Inclement Weather.pdf

Parent/Guardian Signature \*

Date 12/08/2020



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12. Thoroughly read through all acknowledgements. Once completed submit your initials and digital signature and click the blue **Next** button.

13. Registration Fees & Auto-Pay setup are required. Add in your Bank Account or Credit/Debit card information, submit your digital signature, and click **Submit Form**.

14. Click the blue **Submit Form** Button to complete registration. You will receive an email when your enrollment is confirmed.

## Acknowledgements

The following information is important for the safety and protection of your child. Please read, initial<sup>®</sup>, and sign<sup>®</sup> the acknowledgements, authorizations, and policies listed below:

### Enrollment / Registration Fees

Your center requires enrollment and / or registration fees. Please see below for a breakdown of these fees.

**Note:** payment of these fees will be processed when you submit this form using the credit card or bank account you provide below.

Type	Name	Amount (per child)
Registration	Registration Fee	\$25
		Subtotal \$25.00
		Children 1
		<b>TOTAL \$25.00</b>

### Payment for Registration Fees

Please provide the credit card or bank account information you'd like to use to pay the Enrollment / Registration Fees.

ACH (Bank Account)

Credit or Debit Card

### Auto-Pay Setup

Your center has required auto-pay to be setup as part of the enrollment process. Please enter your credit card or bank account information that you would like saved on file for future billing statements.

Same as Payment for Registration Fees

ACH (Bank Account)

Credit or Debit Card

Print Parent's Full Name \*

Parent Signature \*

Date

12/08/2020

← Previous Step

Submit Form →



BARTLETT- Faith Baptist Online Enrollment Form

### Enrollment Form Submission Confirmation

Thank you for your submission. Your enrollment form has been received!

If any additional information is needed, we will contact you.

*Please note: submission of this form is not a guarantee of enrollment.*

We will contact you directly to notify you when your enrollment has been secured.

Thank you!

For questions regarding registration or enrollment call or email YMCA Customer Support.  
(P) 901-766-7677 (E) customersupport@ymcamemphis.org

Receiving an error message? Email a screenshot of your error to Customer Support.