



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Virtual Learning Support Registration Guide

Getting Started:

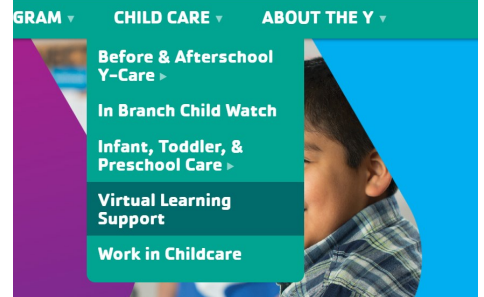
1. Go to ymcamemphis.org. From the website homepage, choose Childcare, Virtual Learning Support

YMCA OF MEMPHIS & THE MID-SOUTH

JOIN THE Y

DONATE

REGISTER



2. Scroll down and click **Register Now**.

- Are you a City of Memphis or SCS Employee?
 - If Yes, click yes and move to step 3
 - If No, click no and then choose the area of your desired location

Are You a City of Memphis or Shelby County Schools Employee?

Do you work for the City of Memphis or Shelby County Schools?

Click the box applies to you.



3. Click the drop down to select your center, then click the blue **Next** button to continue.

Smartcare

Online Enrollment Form

Select a Center

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

Center *
BARTLETT- Faith Baptist

Next Step →

4. Enter your email address for validation, then click the blue **Next** button to continue.

Smartcare

BARTLETT- Faith Baptist Online Enrollment Form

Email Address Validation

Enter Email Address *

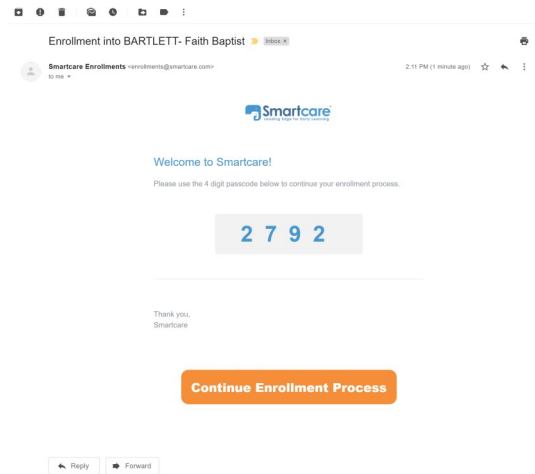
Next Step →



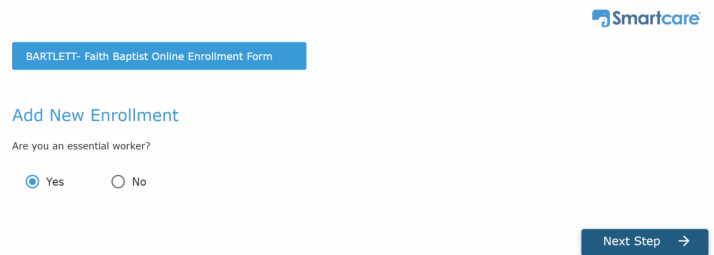
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5. Check your email for an email from enrollments@smartcare.com titled **Enrollment Into—Center Name**. This email will contain your One-time passcode. Enter the passcode and click the blue **Next** button.

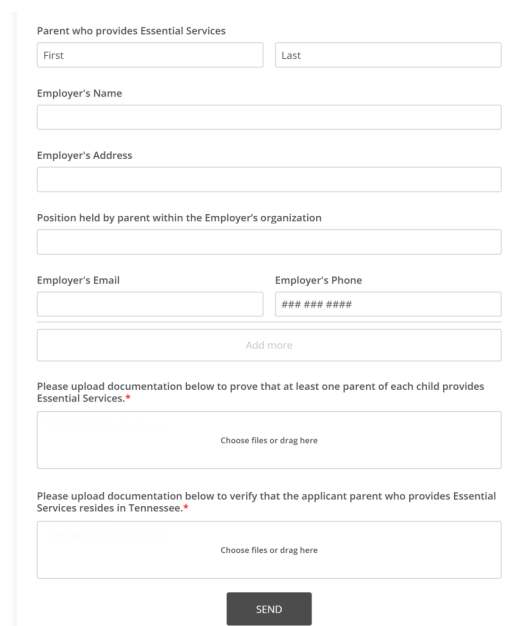
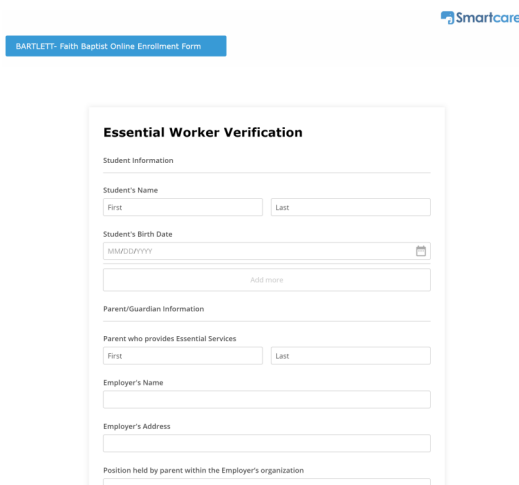


6. Are you an essential worker? Choose yes or no, and then click the blue Next button. If you marked no skip to step 9.



7. Essential Worker Verification Form: Add in student information. Click **add more** to add additional children. Add in parent information and employer information. Click **add more** to add another parent if they are also an essential worker.

8. Upload documentation supporting Essential worker status and Tennessee residency. Once completed click the gray **Send** button.





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

BARTLETT- Faith Baptist Online Enrollment Form

Parent / Guardian & Child Info

Parent / Guardian

First Name * Middle Name Last Name *

Email Address * Relationship to Child *

vanessa.providence@ymcamemphis.org

Street Address *

City * State * Zip Code * Primary Phone Number *

Profession * Are you an essential worker? * Are you a YMCA member? *

Employer *

+ Add parent / guardian

10. Enter Child information and select a tuition plan for either Core School Day (7hrs) or Extended Day. To add additional children who will attend the same site click the **+ Add Child**. Once all required fields are filled click the blue **Next** button.

- If you are an essential worker and submitted your verification documentation at step 7 select the Essential Worker Tuition Plan *This tuition plan is not guaranteed until documents have been verified

Child(ren)

First Name * Last Name * Gender *

Date of Birth * Ethnicity * Expected Start Date *

Core School Day (7 hrs) M-F \$85/week
 Extended Day M-F \$120/week
 ESSENTIAL WORKER: \$0/Grant Funded Upon Verification

Teacher Name * Teacher Email *

Grade 2020-2021 School Year * Any medical or special needs? Please describe. *

+ Add Child

Next Step →

11. Enter your child's medical information including allergies and their doctor, then click the blue **Next** button.

BARTLETT- Faith Baptist Online Enrollment Form

Medical Information & Additional Information

Medical Information

Physical

Date of Last Physical *

Allergies

Does your child have any allergies? Yes No

Doctor(s)

+ Add doctor

Next Step →



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

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

I understand that all children enrolled in the program are expected to follow the rules established by the staff and children, for the purpose of safety and smooth operation of the program. If a discipline problem occurs, I will be contacted by YMCA staff.

My child may not enroll in any other YMCA childcare program if he/she is asked to leave due to behavior issues and no refund will be given for suspensions or expulsions.

I understand the YMCA Code of Conduct (available in Parent Handbook) will be enforced at all times and applies to me as well as to my child.

**If applicable*

Parent/Guardian Signature * Date

Next Step →

14. Add in your Bank Account or Credit/Debit card information and submit your digital signature.

- If you are an essential worker and qualify for free care you will still need to add in this information but you will not be charged any fees.

15. Click the blue **Next** Button to complete registration. You will receive an email when your enrollment is confirmed.

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