BOYS & GIRLS CLUB
OF FREMONT COUNTY

Registering for BGCFC After-School Program

Your child **MUST** be a registered member of our Canon K-7 Club in order to attend our after-school program. An online parent account is required to register. If you are new to our system, your account must be approved by our administrator before being able to register.

If you already have an online account with us, skip to step #2 on the next page.

1. CREATING YOUR ONLINE ACCOUNT

A. You must first request to create a parent account. Head over to www.bgcfremont.org and scroll to the "New Member Registration" button.

B. Scroll down to the "Canon K-7 Club" and click "Register Today!"

C. Select the "Canon K-7 Club" membership. The system will prompt you to create an account before being able to register.

D. You will have to wait for your account to be approved by our administrator. Once approved, you will be receiving an email titled "Welcome To Trax Online"

E. This email will prompt you to confirm your email address and create a password to activate your account.

F. Once your account is created, you will be prompted to enter your contact information to begin creating your household. You will be named "Head of Household" by default.

G. In the next section, you will be prompted to add any additional contacts and authorized pick-ups for your child that lives in the SAME household.

H. The next "Emergency Contact" section is for individuals that you request as a contact/authorized pick-up for your child, who live OUTSIDE of the household.

I. The last section will have you answer some demographics about your household. These are required for reporting purposes and all information stays confidential.

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2. YOU NOW HAVE AN ONLINE ACCOUNT WITH BOYS & GIRLS CLUB OF FREMONT COUNTY!

A. Once your account is set up, go to the "My Account" page.

B. <u>You will have four boxes:</u>

BOX 1: Shows the account holder information.

BOX 2: Shows any balances/upcoming balances for memberships and sessions that you have signed up for. If you have not signed up for any memberships or sessions, there will be no balance.

BOX 3: Shows all people on your account. THIS IS WHERE YOU WILL ADD THE CHILDREN THAT YOU WOULD LIKE TO REGISTER/ENROLL (if they are not already on your account). Enter their birth date and gender. All other information will be entered upon checkout.

BOX 4: Shows your enrollment history and what the status of the enrollments are.

C. Once you have added all necessary people to your account, you can now click on our "Memberships" tab. This is where you can enroll into our after-school program.

D. Choose "Canon K-7 Club" as your membership option. It will not let you enroll if your child DOES NOT meet the age requirements for membership at our club. Age requirements are ages 5-12. **There is a $25 fee to become a member. This is NOT included in the monthly price for care in our after-school program. The monthly cost is $125 per month. There is a sibling discount available. The first sibling will receive $30 off of the monthly fee. All siblings after will receive $40 off of the monthly fee.**

E. Once you click "Next" the system will prompt you to review your cart. Ensure your selections are correct and click "Next" again.

F. You will now be prompted to finish entering your child's information (If not already filled out). **Any registrations that do not have their child's information properly filled out will be rejected.**

G. You will then be prompted to check out. Here, you can choose to pay now, or "zero" out your amounts to pay in the future.

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Follow-Up Information

Your child's/children's information has now been sent to our administrator! Your youth will be placed in a group for our after-school program. The monthly charge for your child/children will be added once they are placed in a group. You will be sent updates through email as they become available. You will then be able to make payments through your online account once charges are added. Please read below regarding how to make payments. The membership and August fees are both due before school starts.

Aside from August, all other monthly fees must be paid by 11:59pm on the 25th of each month prior to the month of service (ex. the September fee is due on August 25th). If payment has not been received by that time, youth will be moved to our waitlist. Youth may not attend until their balance is paid. If you have any questions or concerns, you can call our office Monday-Friday from 10am to 5pm at 719-345-4038.

PARENT & GUARDIAN DISCLAIMER

Any registrations that DO NOT have their household, contact and child's information properly filled out will be rejected. REGISTRATION ALONE DOES NOT GUARANTEE PLACEMENT IN OUR CAPACITY. Full payment for the upcoming month is necessary to secure placement. All fees MUST be paid by the assigned due date of the 25th of the month prior to care. Any unpaid fees will result in your youth being placed on our waiting list.

MAKING PAYMENTS

The monthly charge for your child/children will be added once they are placed in a group. You will be sent updates through email as they become available. Making payments can be done at any time after charges are added. This option will be the second box in the "My Account" tab. This will show when the transactions were added, the description, amount, balance and due date. At the bottom of this box, you will see the balances due. Click on the "SHOW ACCOUNT BALANCE" at the bottom of this box. A 'PAY NOW" option will appear. You can click on this to make your payment. If you need help making payments, you can call our Administrative Director, Angelica at 719-345-4038.