

Please contact our central office with any questions:

970-266-1734

info@mybasecampkids.org



BASE Camp Before & After School Program: Returning Parent Registration Instructions

The following is a step-by-step guide to renewing registration for a family who has previously used BASE Camp. If you have one or more children who were previously in the program, as well as additional children to enroll this year, you may use these instructions. You must already have a Day Care Works account in order for these instructions to apply. If you do not have a Day Care Works account, you'll need to use the New Family Registration portal to create one. These instructions are intended to make your re-registration process as seamless as possible. If you need additional support, you may call our office at 970-266-1734. Thank you for choosing BASE Camp!

What you'll need:

- Updated contact information for child, guardians & emergency contacts
- Child's grade and school
- Immunization record

Step-by-step instructions:

- 1) Login to your Day Care Works Account at <https://www.mybasecampkids.org/my-account/>
- 2) If you need to add a NEW student who has not previously attended (ex. An incoming kindergartner), select "Add New Student" from the "Personal" page and complete the registration for them, including insuring **ALL Mandatory Fields are completed**. If you are not adding any new students, skip this step.
- 3) Click on the "Registration" icon at left or the "Registration" tab at the top.
- 4) Click on "Begin Registration" under the school district program that you are enrolling and select the child you wish to enroll.
- 5) Find your child's school from the list (alphabetical), and select "Enroll."
- 6) You will be shown any mandatory that are missing information. Once complete, then hit "Add to Cart."
- 7) The registration fee and any balance will be due at this time.
- 8) You'll be directed to a Confirmation Page. This page requires that you indicate that you have read and understood several statements. Check mark each one (all are required), and then select "Complete Registration". (Please pay close attention to #6 and #9 and ensure all immunization is updated.)
- 9) You'll see pop-up confirmation that all children have been entered, select "Ok". Then enter your E-Signature to confirm.
- 10) You should see a confirmation page indicating you have completed the process and receive a confirmation email.

Registration Fees

\$55 for one student | \$65 for a multi-student family

If you receive tuition assistance through CCAP, sliding fee scale or otherwise, please call the office to receive instructions for bypassing the registration fee.