Summer Day Camp 2023
Enrollment Guide

Choosing Sessions

Visit our Summer Day Camp page to learn about the weekly sessions we are offering in McMinnville, Portland, and West Linn. Once you have decided what you want to enroll your child for, select the "current family sign-in" or "new family registration" button to get them signed-up for a summer full connection and belonging.

New to Camp Fire

If you have previously registered your child for any Summer Day Camp or Before & After School programming since Summer 2020, you will already have a Camp Fire Family Portal. Please skip to "Returning Camp Fire Families" for further instruction.

To create a Camp Fire Family Portal:

1) First choose a session that you would like to enroll your child in.
2) Select the days you want your child to attend. The Summer Day Camp programs are designed for children to be enrolled for 3-, 4- or 5- days per week.
   a) If any of the days you are needing are at capacity, they will show as full on the calendar. You will have the option to add your child to the waiting list for any days that are at capacity but your child will not be enrolled.
3) Continue the account creation by answering the registration questions. Required fields will be marked with stars. Once you have completed the required registration fields, select "add to cart".
4) In your cart, you can choose to enroll your child for additional sessions ("Add More Programs") and/or add additional children ("Add a New Student").
   a) If you have additional children but are not ready to enroll them when you are enrolling the first child, wait until your account has been established for the first child then add the additional children to it. Skipping this step will result in the creation of a separate account for each child.
5) When you have added your child(ren) to all the sessions you are needing, continue the account creation by choosing a username and password, adding a payment method, and reviewing the waivers. After you complete all the required fields, select "Complete Registration".

Your Family Portal can take a day to be established so you may not be able to access it right away. Once you are able to login, we recommend that you review your Family Portal details then download the mobile app. Your Family Portal will allow you to view announcements, make payments, review and request changes to your child's schedule, update your information and that of your emergency contacts and authorized pick-ups, and setup autopay. We highly recommend setting up autopay and authorized pick-ups immediately after creating your account.

Returning Camp Fire Families

Log-in to your [Family Portal](#) to enroll your child(ren) for additional programming. You can also enroll for programming using the [mobile app](#).

If you have a new child to enroll, you will first want to add them to your account so you can then enroll them with your current child(ren). To add a new child:
1) Select the "Personal" tab in your Family Portal then select "Add New Student".
2) Complete the registration questions for your child then select "save".

To enroll in Summer Day Camp:
3) In your Family Portal, select the "Registration" tab.
4) Scroll to the Summer Day Camp section and select "Click to View Offerings". Then scroll to either the Portland or West Linn location and select "Click to View Offerings" again.
5) Choose the session(s) that you would like to enroll your child(ren) in then select "continue".
6) Select your child(ren) then select "submit".
    a) You have two options to enroll multiple children during one transaction:
        i) To have multiple children attend the same schedule, select each child during this step and proceed through check-out.
        ii) To have multiple children attending different schedules, select one child during this step then select "Add More Programs" on the check-out screen.
7) Select the days you want your child to attend. The Summer Day Camp programs are designed for children to be enrolled for 3-, 4-, or 5-days per week.
    a) If any of the days you are needing are at capacity, they will show as full on the calendar. You will have the option to add your child(ren) to the waiting list for any days that are at capacity but your child(ren) will not be enrolled.
8) Review the required registration fields then select "Add to Cart".
9) In your cart, you can choose to enroll your child(ren) for additional sessions.
10) When you have added your child(ren) to all the sessions you are needing, finalize the enrollment by selecting a payment method, and reviewing the waivers.
11) Review and electronically sign the waiver, then select "complete registration".
12) After you complete the enrollment, please review yours and your child(ren)'s personal details in your Family Portal to ensure that all the registration questions are up-to-date. We also recommend that you setup autopay for the session fees.

Family Portal App

Families who have a [Family Portal](#) can download the InSite Connect app to their mobile devices.

Every family has a unique authentication code assigned to them as their Family Portal is created and the app will require that code when it is first downloaded. To access your authentication code:
1) Log-in to your Family Portal then select "Account" in the top right corner.
2) Your authentication code will be listed after your username.

Once you have entered your authentication code into the app, you will then be able to use your username and password to access your Family Portal as needed. Within the app you can access:
- Communications
    - Camp Fire announcements will be posted here. You can setup the app to notify you when there are new announcements.

- Statement
  - Review any balances you have due.
- Pay Now
  - Make a payment on your account. You cannot access autopay in the app. For your convenience we do recommend setting-up autopay for all balances.
- Profile
  - Review your details, your child(ren)s details, and the details of your emergency contacts/authorized pickups. You will need to login to your online Family Portal to edit these details.
- Daily Insite
  - The site teams will be able to upload regular photos and achievements made by the children in their programs. You can setup the app to notify you when there are new daily Insites.
- Insite Photos
  - Program photos uploaded by the site teams can be viewed here.
- Calendar
  - Review your child(ren)s upcoming schedule.
- QR Code
  - Rather than having to enter your pin each time you sign-in/out your child, you can scan this QR code. Only applicable for the sites who are using digital attendance.
- Registration
  - Enroll your child(ren) for additional Camp Fire programming.
- Settings
  - Setup announcement and daily Insite notifications.
- Log Out