

## Before & After School 2023/24 Enrollment Guide

### **New to Camp Fire**

\*If you have previously enrolled your child for any MSD, PPS, or WLWV Summer Day Camp or Before & After School programming using ProCare since 2019, you should already have an account and can skip to [Returning MSD/PPS/WLWV Families](#). Families who have accepted roll-over registration will not have to re-enroll.

1. Navigate to the Before & After School registration page for new families by selecting “Enroll Now” at the bottom of each of our [Before & After School](#) district pages.
2. Choose the program that you would like to request enrollment for your child in and select “Sign-Up for [Lottery](#)”/”Enroll Now”/”Add to Waiting List” (dependent on the time of year and program capacity).
3. Select the days you would like your child to attend.
4. 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”.
5. In your cart, you can choose to request to enroll your child for additional programs and/or add an additional child by selecting “Add more programs”. If not needing to add, skip this step.
6. When you have added your child(ren) to the program that applies to them, continue the account creation by choosing a username and password, adding a payment method, and reviewing the waivers.
7. After you complete all the required fields, select “complete registration”.

Once your account has been approved, we recommend that you review your [Family Portal](#) then download the [ProCare 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

### **Returning MSD/PPS/WLWV Families**

\*If your child was new to Camp Fire with Summer Day Camp 2022, you will need to create a new account in our school year software so please return to [New to Camp Fire](#).

Families who have accepted roll-over registration will not have to re-enroll. However, adding new, incoming siblings will require these enrollment steps.

Log-in to your [Family Portal](#) to request enrollment for additional programming for your child. Some mobile devices are not entirely compatible with the ProCare software so we recommend switching your device to “desktop mode” once logged-in to your Family Portal and continue to submit your enrollment request that way.

1. In your Family Portal, select the “Personal” tab to review your family’s registration details.
  - a. If you will be requesting enrollment for a new child, select “Add new student” and create their profile now so that you can later select them to enroll.
2. After confirming your registration details, proceed to enrollment by selecting the “Registration” tab.
3. Use the drop-down menu to choose your child’s school.
4. Scroll to the program you would like your child to attend then select “Sign-Up for Lottery”/”Enroll Now”/”Add to Waiting List” (dependent on the time of year and program capacity).
5. Select your child then select “Submit”.
  - a. If you are requesting enrollment for multiple children for the same school and same schedule, you can select each of them here.
6. Select the days you would like your child to attend.

7. Review the required registration fields then select “Add to cart”.
8. If you would like to request to enroll your child for additional programs and/or add an additional child, select “Add more programs”. If not, skip this step.
9. Add a payment method and acknowledge that you have reviewed the waivers.
10. Finalize your child’s enrollment request by selecting “Complete registration”.
11. Once you have submitted your child’s enrollment request for the Before & After School program that you are wanting, please setup ACH autopay through your [Family Portal](#).

### **Lottery Placement**

Camp Fire Columbia uses a lottery system for each of our Before & After School programs. Families who register for a Before & After School program between May 10<sup>th</sup> and 31<sup>st</sup> are entered into a lottery for the program and days of their choice. If you are unsure of which days you will be needing, it is better to request more than less because you can always decline days but you likely will not be able to add days later. Each family who enters into the lottery is assigned a lottery number. We then pull the numbers randomly to determine the order of placement. Lottery numbers are drawn until every family has been placed either into a program or onto a waiting list. We will then notify each family of their placement order. All families who register after May 31<sup>st</sup> will be chronologically added to their program’s waiting list.

Families with multiple children are assigned a single number like single-child families so as to even their odds for placement but when their number is drawn, all of their children will be placed or wait listed together. If you have multiple children but have one who needs priority placement over the other(s), please email the Before & After School Registrars after signing them up for the lottery so a note can be made on their lottery request. With that noted, if your number is pulled when there is just one spot remaining, we can place the child you’ve indicated priority for and wait list the other(s).

When registering your child for the lottery, there will be a question that asks if they qualify for lottery prioritization. Children who meet one or more of the following criteria will be prioritized for placement in their program: BIPOC children or children whose primary family are BIPOC, children being raised in single guardian households, children in the foster care system, children with documented developmental needs, and children who are in an English language learner program. Prioritization will not guarantee placement in program.

### **ProCare App**

Families who have a [Family Portal](#) can also download the InSite Connect app to their android or iOS smart phone. 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. The app notifications are often faster way to receive Camp Fire announcements than the email notifications.
- 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’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’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.
    - \*This is only applicable for the sites who are using digital attendance\*
- Registration
  - Enroll your child for additional Camp Fire programming.
- Settings
  - Setup announcement and Daily InSite notifications.
- Log Out

**Feel free to contact the Before & After School Registrars if you have any questions**

- LOSD: [losdreg@campfirecolumbia.org](mailto:losdreg@campfirecolumbia.org)
- MSD: [msdreg@campfirecolumbia.org](mailto:msdreg@campfirecolumbia.org)
- PPS: [ppsreg@campfirecolumbia.org](mailto:ppsreg@campfirecolumbia.org)
- WLWV: [wlwvreg@campfirecolumbia.org](mailto:wlwvreg@campfirecolumbia.org)