

ENROLLMENT PROCESS

We look forward to your enrollment in our program. Before enrolling your child, please review this parent handbook and contact our registrar's office with any questions. Registration can be completed online or over the phone. Online registrations require payment in full.

BASE Registration Checklist (for a more detailed list, visit our website www.whatcomymca.org)

1. Annual Registration Fee
2. All prior account balances must be paid or be paid at the time of registration
3. Completed and/or updated Child Profile Form in Daxko including with emergency contacts, authorized pickups, medical and immunization information
4. Are there any special accommodations, medications or medical conditions? Please contact Program Director before registering at 360.255.0532.
5. Will you be applying for financial aid? If so, you will need your proof of income. Registration fee is still required

PLEASE NOTE: Separate registration required for all No School/Adventure Day programs and not included in monthly BASE fees.

Record Keeping

Children's records are kept digitally in a password protected device at each site and at the BASE office. Information may be shared with both parents unless the State of Washington has legally altered those parents' rights. Communication with a child's teacher may occur with parent permission.

Schedule/Account Changes (NEW as of May 2024)

As of May 2024, we will require all schedule/account change to be submitted through our [Change Form](#). This includes change of days, cancellations, and after school club notifications. All BASE staff are expected to follow up when your child does not arrive. If your child's days of attendance or time of arrival to BASE change, for any reason, please notify the office as soon as possible so we can keep accurate records and insure the SAFETY of your child. You can do this by leaving a message at (360) 255-0585 or emailing absences@whatcomymca.org.

Waiting Lists/ Slot Availability

Each school location is limited to specific number of children per day as determined by DCYF. Spaces are processed in order of registration. In the event that your child is placed on a waiting list, our registrar will contact you when spaces become available. One day per week slots are not available at this time.

YMCA Membership




A free youth membership is provided for all participants in Before and After School programs. Membership to the YMCA opens many doors for your child, including member rates for all our programs and use of the facility throughout the year. Contact the Welcome Desk for information on how to activate your child's Youth Membership or to inquire about Family Memberships

Financial Assistance & 3rd Party Subsidy Contracts

The Y is firmly committed to access for all, regardless of family financial situations. YMCA Financial Assistance is available for all YMCA programs based on financial need but do not apply to registration fees. Please use our BASE/CAMP [Scholarship Form](#) to apply or visit our website <https://www.whatcomymca.org/financial-assistance> for more information.

Temporary or Short Term Care Options

At schools where we have space, we are able to offer temporary/short term options for care. All fees associated with the temporary/short-term care are due in full upon registration and are non-refundable.

PAYMENT NOTES	
	Registration fees are due upon enrollment
	Payments are due no later than the 5 th of every month.
	Payment Options: credit/debit card, check or cash.