## **Registering for Summer at Stanley**

Dear Families.

Please take a moment to review this important information regarding this year's Summer at Stanley registration. There are certain steps you must take to properly sign up your children for camp. We highly encourage that you explore the site to familiarize yourself with the various pages so that your actual registration will go more smoothly. Go to stanleybps.org and click on the Summer tab.

# STANLEY WEBSITE



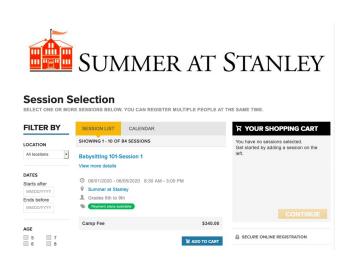
# Review the Online Brochure and Specialty Camps at a Glance Before Registering

The Day Camp and Specialty Camp brochures are online and available to look at now. Descriptions of the camps are available

All camp registrations open at 9 am on January 16th.

#### **Your Account**

If you registered for camp in previous years your account will still exist. We recommend making sure you can log into your account with the correct username and password prior to camp opening. If you have not registered before, you will need to create a new account.



STEP 1: This is the initial registration page where you will browse and select all the summer camps you want to add to your cart.

Once you find the camp you want to register for, click ADD TO CART

## **Registration Forms Online Only**

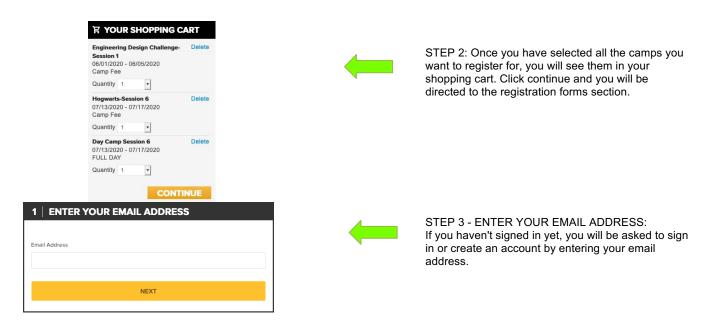
All key information will be collected via our online system and will be required at registration. We will not have any paper forms for submission. If you are a new family, you will need to fill out the entire form for each camper before being able to complete registration.

## **Session Expiration**

Sessions expire approximately 10 minutes after the last entry so be sure to have all your information available when you log-in online.

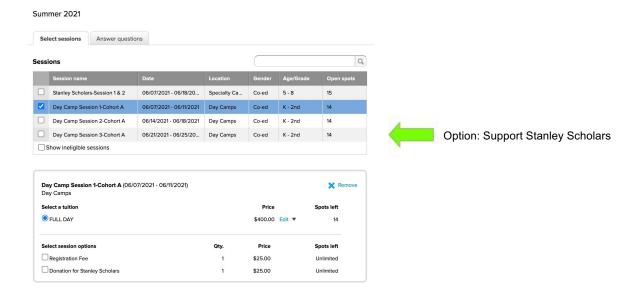
## **Registration Process**

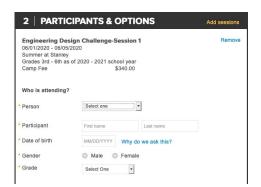
Select what type of camp you want to register for prior to filling out your registration form.



#### **Extended Care Services**

Extended Care offerings include Milk & Cookies (after care) or Early Birds (morning).







## STEP 4 - PARTICIPANTS & OPTIONS:

You will be able to see the camp's general information and will be asked who is attending that camp. Provide general information as well as name, date of birth and grade.

## **Have Key Information in Advance**

Please have the following information in advance of registration, as this information will be required at registration.

- Parent/Guardian Information
- Emergency Contact Information
- Doctor Name and Phone #
- Dentist Name and Phone #
- Preferred Hospital and Phone #

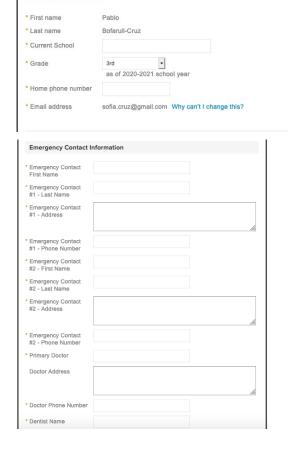
You will also be asked to provide:

**3** | REGISTRATION FORMS

- Names and relationship for Pick Up Authorizations
- Sunscreen, Photo and Field Trip Authorizations

#### **REGISTRATION FORMS**

Pablo Bofarull-Cruz

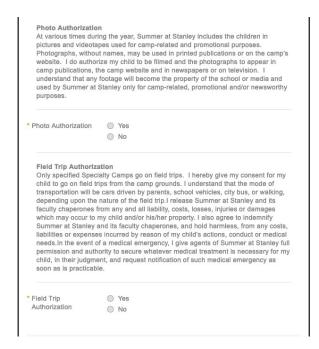


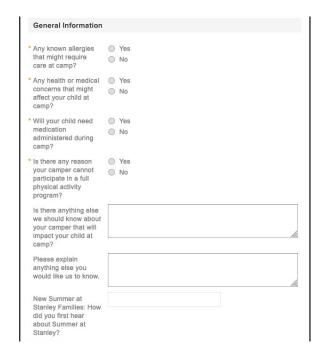


# STEP 5 - REGISTRATION FORMS:

Fill out all the registration information; all required information will be marked with \*

Authorizations	
Authorized Person to Pick Up #1 - Name	
Authorized Person to Pick Up #1 - Relationship to Child	
Authorized Person to Pick Up #1 - Address	, lie
Authorized Person to Pick Up #1 - Phone Number	
Authorized Person to Pick Up #2 - Name	
Authorized Person to Pick Up #2 - Relationship to Child	
Authorized Person to Pick Up #2 - Address	, lie
Authorized Person to Pick Up #2 - Phone	





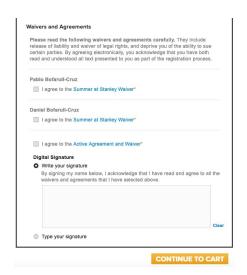
#### **Allergies or Medical Needs**

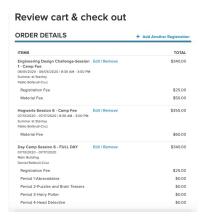
You will have the opportunity to provide information regarding any known allergies or any related medical information. Follow up forms will be sent to you after you submit your information. This section must be filled out for new and returning campers.

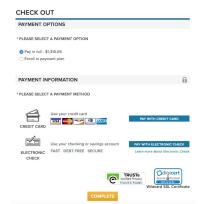
# Primary Parent/Guardian & Waivers and Agreements

You will be asked to fill out information about the Primary Parent/Guardian and to sign waivers and agreements. After this section you will be directed to Review your Cart and Check Out. YOU MUST BE A PARENT OR LEGAL GUARDIAN to register your camper. All registrations that are not completed by a camper's parent or legal guardian will be canceled.











STEP 6 - REVIEW CART & CHECK OUT: Review your order and submit payment. You will have the option to pay in full or enroll in a payment plan.

#### Payments, Fees and Insurance

When registering, you will have the option to pay in full or provide a non-refundable deposit of \$75.00 per camp and a one-time registration fee per camper of \$25. Full payments are due 4/1. We do have cancellation and camp switching policies. Please refer to the website for more information (stanleybps.org). Families will have the option to purchase insurance through for tuition refunds. This must be purchased during the time of registration and will not be available after registration. Please read the information provided by ACTIVE Network to determine if this is of interest.

#### Waitlists

Some camps do fill up quickly. If the camp you wish to sign up for is full, you will be offered the opportunity to join a waitlist. There is no charge for being on a waitlist but to be considered, you must create an account and provide your billing information.

#### **Questions and Online Support**

If you have any questions in advance of registration, please email us at summer@stanleybps.org. Looking forward to a great summer!

Sara Stern Director Summer at Stanley