



## REGPACK REGISTRATION INFORMATION & TIPS

### **Registration & Payment Portals**

Before & After School SY 19/20: [www.regpacks.com/CFNSASP1920](http://www.regpacks.com/CFNSASP1920)

Summer Camp 2019: [www.regpacks.com/CFNSsummer2019](http://www.regpacks.com/CFNSsummer2019)

Before & After School SY 18/19: [www.regpacks.com/campfirenorthshore](http://www.regpacks.com/campfirenorthshore)

### **GENERAL**

The Regpack Registration and Payment System works best in Chrome & Firefox. While you may use a mobile device, we suggest using a computer or tablet so that you can access all features of the system.

If you are new to Camp Fire programming, then a parent/guardian will need to set up a Regpack account using a valid email address. Office staff will be using the provided email address to contact you about Camp Fire North Shore registration, reminders, special events, etc., so please be sure to provide an address for an account you check often.

Returning users from previous years of Summer Camp and Before/After School programming may use the same login information to register for current programming. While your login (email and password) will remain the same, you will be prompted to provide the usual parent, emergency and biographic information before you can make your registration selections.

Use the child progress bar (blue in color) on the top right-hand side of each registration form to track your progress, view, or navigate to other forms.

Red circles note mandatory fields. Please be sure to complete all mandatory fields to avoid a delay in your child(ren)'s enrollment.

### **MULTIPLE CHILDREN/MULTIPLE PAYEES**

If you have multiple children and wish to pay for each with a different payment option or a different payee, then each parent/guardian should set up separate accounts.

For families looking to break-up one child's program payments among two payees, then the account owner will need to share his/her log-in information with the other payee. Payment information can be changed at any time. Separate accounts should NOT be set up for the same child.

### **FAMILY FEE**

Each account will be assessed a Family fee of \$20 OR \$30 max per parent account. The first child's account will incur a \$20 charge, and the second a \$10 charge. Any additional children registered to the same account will not be assessed this fee. There are separate Family fees for *Before & After School Program* and *Summer Camp*.

### **PROGRAM SELECTION**

The **Program Selection** form for *Before & After School programs* will show you options based upon our child's bio information and the program location selected. From here you will need to select each day of the week that you would like your child(ren) enrolled in the program. Please note there is a two-day enrollment minimum. Click on each selection once; the system will automatically add to your cart all future instances of the weekdays that occur during the school

year, per the LPS Calendar. All changes to your registration, including cancellations, must be processed by the main office (978-745-7200), with two weeks' notice.

For Summer Camp registrations the **Program Selection** page will show you options based upon your child's bio information – in particular it is looking at the grade your child will be entering in the Fall to determine if your child is eligible to enroll in the Waluta, Discovery, Adventure or CIT programs. From this page you will need to select the weeks of camp you would like to register for. For each week selected, the Pre & Post Camp options will appear. Pre & Post can be selected at the time of registration, or you can return back to your account to add those throughout the summer. Please note, that you will need to add on Pre & Post Camp by midnight on the Thursday prior to attending camp.

## **BILLING**

All registrants have been entered into an auto-billing plan. The weekly balance for all Camp Fire North Shore programming is due on Monday, one week prior to receiving service. Your Regpack account will be billed each Monday, and the payment method saved to your account will be charged. You may update your payment information at any time. If there is no saved payment information or your payment information is invalid, then you will be charged a \$10 late fee if your payment is not received by midnight on Wednesday of that week.

E-Check transactions will appear on your bank statements as "ONLINE REGISTER".

Credit Card transactions will appear on your bank statements as "BLS\*CampFireNorthShore"

You can **view your billing schedule** at any time by logging into your account and accessing your Dashboard:

- Click on your child's blue progress bar (right hand side) and select "Checkout" from the list (bottom of the list)
- On the top right-hand corner select "View My Billing Schedule"

If you need to **update payment information**, including adding or removing a payment method, follow these steps:

- Click on your child's blue progress bar (right hand side) and select "Checkout" from the list (bottom of the list)
- Your saved payment method should be viewable at the bottom of this screen.
- To remove a payment method - place your mouse over the space directly to the right of your payment information, "Delete" appears. Click on that and it will remove the payment data you currently have saved.
- To add a payment method, click the button that reads "ENTER A NEW PAYMENT METHOD". Once entered and saved, the payment information will save to child profiles associated with your account.

**Before & After School Program Payments:** In order to reserve a spot in our for your child, a deposit payment equal to \$23 x the number of days registered for your child's first week of enrollment, is due at the time of after school program registration; a deposit payment equal to \$7 x the number of days registered for your child's first week of enrollment, is due at the time of before school program registration. Payment one week ahead of service is required for all after school programs. Please note that your child(ren) may not be able to attend program the following week if we do not receive payment by Friday at noon.

**Summer Camp Payments:** deposit payments are due the same day you add items to your cart. We cannot hold a spot for your child(ren) without a deposit payment for each week your child(ren) is registered. PLEASE NOTE: If you have payment information saved to your account, and unpaid deposit payments, then the system will automatically charge your account by the close of the business day. If you are not ready to make deposit payments, please remove the new items from your cart or delete your payment information until you are ready to make a payment.

Your child(ren) will not be admitted to Summer Camp, including Pre Camp, if we have not received payment in full by Thursday at midnight in the week prior to attendance. Any payments made after Thursday at midnight will need to be communicated to the Main Office staff on Mondays when the office opens at 8:00 a.m. Any outstanding payments still due at that time can be made using one of our computers.

Pre & Post Camp Fees are included in your weekly balance amount. Pre & Post camp selections needn't be paid for at the time of registration. Pre & Post Camp fees will be rolled into your remaining balance for each week your child is enrolled, and will be charged to your saved payment method on the Monday one week prior to receiving service.

Discovery/Adventure T-Shirt Fees are included in your weekly balance amount. The Adventure/Discovery T-Shirt Fee will be rolled into the remaining balance for the first week that your child(ren) is enrolled, and will be charged to your saved payment method on the Monday one week prior to receiving service.

### **CHILD CARE CIRCUIT VOUCHERS**

Families who expect to pay for programming with a voucher are not required to pay any registration fees or make any deposit payments. During the registration process you will answer a question about whether or not you have a voucher. If you plan to pay with a voucher, then please answer "yes", even if you do not have the voucher updated yet. Office staff will reach out to you with further instruction once your daily and/or weekly rates are received from Child Care Circuit and a payment plan has been established. In the meantime, you may find copies of the **Change of Provider** and **Confirmation of Provider** forms on our website.

### **MEDICAL CONSENT DOCUMENTATION**

Child(ren) enrolled in our **Before & After School Program** who have chronic health conditions and/or use an epi-pen or inhaler, need to have a completed Individual Health Care Plan (IHCP) and a Medication Consent Form on file. The completed forms can be uploaded to your child(ren)'s Regpack account.

**Individual Health Care Plan (IHCP)** – Must be completed by the Parent/Guardian and signed by the child's medical practitioner. If medication administration is required during program hours, then the parent (or practitioner) must provide site staff with a brief training on how the medication is administered. The trainer and trainee need to be identified on the form. These trainings will be requested by your site staff the first week of program when your child(ren) is enrolled. [http://www.campfirenorthshore.org/individual\\_health\\_care\\_plan\\_form.pdf](http://www.campfirenorthshore.org/individual_health_care_plan_form.pdf)

**Medication Consent Form** – Must be completed by the Parent/Guardian and signed by the child's medical practitioner IF medication administration is required during program hours. We cannot administer medication to your child(ren) without this form. <http://www.campfirenorthshore.org/Medication-Consent-Form.pdf>

Child(ren) enrolled in our **Summer Camp** who need medication during camp hours must have a **Medication Administration Form** on file. This includes epi-pens and inhalers. We are not able to keep epi-pens and inhalers on the summer camp property unless we have this form on file. The completed form can be uploaded to your child(ren)'s Regpack account. You can access the form here: <http://www.campfirenorthshore.org/important-forms.cfm>.

### **February & April Vacation Camp**

February and April vacation camps are now offered at our Program Facility at 2 Cain Road in Salem. Families will receive an email notification when registration is available.

Follow these steps to register:

- Click on your child's blue progress bar (right hand side) and select "Child Information" from the list.
- Click next to the Vacation Camp week that you want to register your child(ren) for (Do NOT uncheck any of the other programs that your child has been registered for).
- Click "Go to next step" at the bottom of the screen.
- From the Program Selection form, choose the days you would like your child(ren) to attend.
- The payment method saved to your account will be charged on Monday one week before the vacation week.

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