



REGPACK REGISTRATION INFORMATION & TIPS

Registration & Payment Portals

After School Program: <https://www.regpack.com/reg/CFNSASP2324>

Summer Camp 2023: <https://www.regpack.com/reg/CFNSSUMMER2023>

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 may use the same login information to register for summer and school year programming. While your login (email and password) will remain the same, you will be prompted to provide the usual 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 *school year programming* and *Summer Camp*.

PROGRAM SELECTION

For After School Program registrations, you will select the program name and your preferred program schedule. Once you make your selection, the system will automatically add to your cart all future instances of the weekdays you have chosen. All changes to your registration, including cancellations, must be processed by the main office (978-745-7200 x4).

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 Spark, Explore, Discovery or Adventure programs. From this page you will need to select the weeks of camp you would like to register. Pre and Post Camps are included in the registration price!

After School Program 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 bi-weekly on the 15th of the month and the end of the month, 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.

The link to make payment is <https://www.regpack.com/reg/CFNSASP2324>. Please login to your account and enter your credit card information to make your first payment. Your first payment will be 5% of your total cart balance. Once the first payment is made, your payments will automatically be withdrawn on the 15th of the month and end of each month through June 2024. Your **entire** cart balance will be evenly distributed by the bi-weekly payment schedule (approximately 21 scheduled payments). There is a registration fee of \$20 per child (\$30 max/per family).

Your bi-weekly payment receipt will show a portion of your payment being allocated to every product in your cart (top, down) through June 2024.

We no longer process E-Check transactions.

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.

Program Payments: 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 if we have not received payment in full by Wednesday at midnight in the week prior to attendance. Any payments made after Wednesday at midnight will need to be communicated to the Main Office staff in person on Mondays when the office opens at 9:00 a.m. Any outstanding payments still due at that time can be made using one of our computers.

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 ***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

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>

UPDATED 8/1/2023