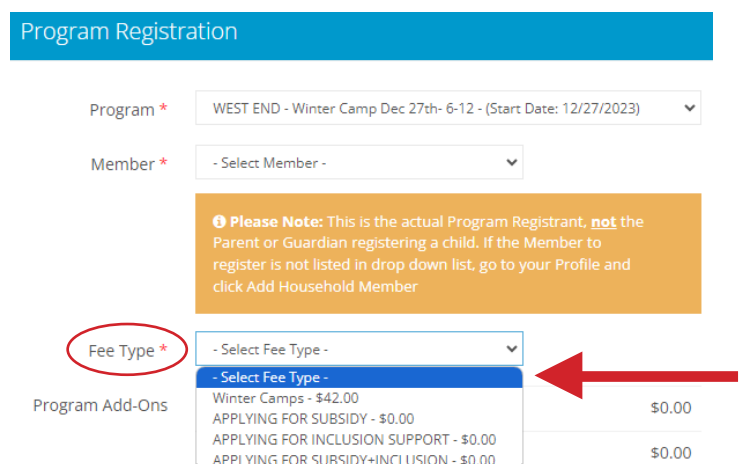


# HOW TO REGISTER ONLINE WHEN YOUR CHILDREN REQUIRE SUPPORT

When it is time to register your child for a BGC South East program, we ask that you indicate which level of support you are requesting. This level of support might have already been determined between the family and BGC South East prior to program registration, or the Parent/Guardian/Caregiver may request the level of support after reviewing the information provided on this website. **However, we do prefer that Parents/Guardians/Caregivers reach out to BGC South East to discuss their child's needs prior to registering, and cannot guarantee support will be granted if an initial reach out by a Parent/Guardian/Caregiver was not completed.**

## STEP 1 | SELECTING THE CHILD AND FEE TYPE

You will be prompted to select the member you are registering (your child's name), and the Fee Type. There are various options under the fee type drop-down. Please review the details below carefully to determine which fee type you are selecting; (photo for reference below)



The screenshot shows the 'Program Registration' form. It includes dropdown menus for 'Program \*' (selected: WEST END - Winter Camp Dec 27th- 6-12 - (Start Date: 12/27/2023)), 'Member \*' (- Select Member -), and 'Fee Type \*' (- Select Fee Type -). A red arrow points to the 'Fee Type \*' dropdown. Below the dropdown is a table of 'Program Add-Ons' with columns for the add-on name and its price.

Program Add-Ons	Price
Winter Camps - \$42.00	\$0.00
APPLYING FOR SUBSIDY - \$0.00	\$0.00
APPLYING FOR INCLUSION SUPPORT - \$0.00	\$0.00
APPLYING FOR SUBSIDY+INCLUSION - \$0.00	\$0.00

1) **<Name of Program>** with the full fee (Eg. Winter Camps- \$18.90)

2) **APPLYING FOR SUBSIDY - \$0.00-**

Parents/Guardians/Caregivers will select this fee option if they currently are receiving a subsidy through the City of Kingston or PELASS or would like to apply for one, and do not require additional support for their child(ren)

3) **APPLYING FOR INCLUSION SUPPORT- \$0.00-** Parents/Guardians/Caregivers do not have a subsidy with the City of Kingston/PELASS, but do require additional support for their child(ren)

4) **APPLYING FOR SUBSIDY + INCLUSION SUPPORT- \$0.00 -** Parents/Guardians/ Caregivers currently are receiving a subsidy through the City of Kingston or PELASS or would like to apply for one AND, do require additional supports for their child(ren)

\*\*More information on subsidies can be found here

If you are requesting support, please move to step 2 "selecting add-ons". If you do not require support, please click "save" and continue with the checkout process (completing forms, accepting waivers, making payment, etc)

## STEP 2 | SELECTING ADD- ON'S (ONLY IF INCLUSION SUPPORT IS REQUIRED/BEING REQUESTED)

\*If you have selected either the full fee option (fee option #1) or the APPLYING FOR SUBSIDY (fee option #2) you **do not have to select** an AddOn. This is only for Parents/Guardians/Caregivers who are requesting or requiring support for their child(ren)\*\*

Under Program Add-Ons, please check off the appropriate level of support you are requesting/require. There is no additional fee attached to this, it will allow the registration system to alert/indicate to staff that your child has requested or require support for a specific program.

A reminder that details on the support level details can be found in the above section "How to Request Support for your Child"

When complete, please click 'save" and continue with the checkout process (completing forms, accepting waivers, making payments, etc)

Member \*

- Select Member -

**Please Note:** This is the actual Program Registrant, not the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member

Fee Type \*

- Select Fee Type -

Program Add-Ons		
<input type="checkbox"/>	<b>INCLUSION 1- Basic Support</b>	\$0.00
<input type="checkbox"/>	<b>INCLUSION 2- Enhanced/Shared</b>	\$0.00
<input type="checkbox"/>	<b>INCLUSION 3- 1:1 Support</b>	\$0.00

Note

Save

Cancel