

Submitting School Age Child Care Registrations Via Email

1. Download registration packet off our website, www.ymcatricities.org
You will find it by going in to the Child Care & Camps tab then in to the School Age Child Care page. Or you can click this direct link; 2020/21 SCHOOL AGE CHILD CARE REGISTRATION
2. Options after downloading:
 - a. Fill out the PDF, electronically sign, and submit via email at childcare@ymcatricities.org
 - b. Print out registration packet, fill out ALL forms completely, and submit via email at childcare@ymcatricities.org
 - c. Print out registration packet, fill out ALL forms completely, lay each form on a flat surface, take clear photos of each page separately, and submit all pictures via email at childcare@ymcatricities.org (We recommend using the Cam Scanner app <https://www.camscanner.com/user/download>)
 - d. You may also Fax registration packet to 509-374-9278 (if faxing, please call our office or email to confirm your fax was received)
3. Once we have received your registration forms via email, we will email you a confirmation and determine what your payment will be.
4. Once you receive a confirmation email, you will need to make a payment by logging in to your newly assigned Webtime portal by following the instructions below.
 - a. You will go to <https://webtime.ymcatricities.org/>
 - b. Enter the email provided on the registration form for the primary parent and click on forgot password
 - c. You will receive an automated email with your password, log in.
 - d. Click on My Programs and Balances
 - e. Click on the green "Pay on this program" button
 - f. Under Amount to pay change the 00.00 to the determined amount, add to cart and proceed to payment.
 - g. Once payment is completed, enrollment will be complete.
5. *If going through DSHS, our office must receive an authorization via email from DSHS before we can process your registration. For DSHS authorization instructions follow this link: [DSHS INSTRUCTIONS](#)*