

Bethel Parks and Recreation Before Care (Rockwell & Berry ONLY) & Aftercare Program (Rockwell, Berry & Johnson) Information

Yearly Initial Registration Procedures (ALL new and returning families MUST register for the initial registration): The yearly initial registration process opens on July 2nd at 9:00am both online and in the Park & Recreation Office.

- A. **PM Care:** You MUST register them for the school they are GOING into (if you are not sure – please register them for the unidentified group) for 2018-19 for PM care only. There will be a \$10 processing fee.
- B. **AM CARE:** You MUST register your child for AM care and when asked please note which elementary school your child attends, **IF you do not know which school please write “UNKNOWN”**. There will be a \$10 processing fee.

****At the initial registration PLEASE click yes to receive email updates!! We will need to contact everyone in August to find out your child(s) teacher, bus # and what your child should be doing on early dismissal days.****

We will open up the school year registration on August 1st, 2018. **The rate per day is \$10(AM)/\$15 (PM).** You can sign-up for the **ENTIRE** year – you MUST be signed up by the 15th of month for the next month (i.e. if you are registering for September, you must be registered by August 15th ...IF you are registering for October, then you MUST be registered by September 15th.) You only have to **PAY** for the coming month (i.e. Signed up for September – you MUST pay for SEPTEMBER by August 15th)

Each school has the following MAX # of children per day:

Before Care (40)/After care Rockwell & Berry (40), Johnson (40)

Before/After school Care Program:

AM: Program time is from 7:00-8:30am (program will be at the Municipal Center) (Children will be bused to their school)

PM: Rockwell & Berry times are from 3:30-5:30 Johnson time is from 3:00-5:30

Fees can be paid by, check (made out to Bethel Parks and Rec.) , cash or credit card (not AMEX). NO payments will be accepted at the schools.**

****Bethel Parks and Recreation does not have access to your credit card information nor do we do Monthly auto-payments. ****

*****You must have last school year's balance paid off before you can register for 2018/19 school year program.*****

Please note:

- **There will be NO day of, or week of, registration.**
- **ANY and ALL Changes MUST be made by the 15th of the prior month (ie. September changes MUST be made by August 15th, October changes MUST be made by September 15th)**
- Registration will **close** at 4:00pm on the 15th of each month (and based on availability)
- After school care will not be held during school closings, early dismissals or snow days. We will **ALWAYS** follow the Board of Education's decision regarding early dismissals for weather.
- **Before care WILL NOT run on delayed openings, school closings and snow days.**
- **NO refunds for absences, missed days or CHANGES made AFTER the deadline.**
- **NO refunds for delayed openings/early dismissal due to snow. • Refunds will ONLY be for FULL snow days.**
- A fee of \$10 will be charged to your account for late pick for every 5 minutes beyond 5:30pm.

TO REGISTER:

(if you already have an online account with us you can skip to step #6)**

**IF you have had an account with us in the past, but no longer remember your username or password – please DO NOT create another account – please contact the office to reset your account.

1. Head to our website www.bethel-ct.gov
2. Go to the Parks and Recreation Department
3. Click on “Online Registration” under Additional Links on the right hand side 4.
Click on the “Sign-In” circle at the bottom of the page.
5. You will need to create a “NEW ACCOUNT” – start by first creating an account for yourself (as the responsible person) and then for each member in your family. All children will need a school and grade on their account information.
- 6. Please make sure you fill out the Emergency contacts in your child's account, as we will use this as who can pick up your child. Pick-up password will be required by all for pickups.**
7. Once you have an account, sign-in, click on the Catalog icon, click on Afterschool programs and SIGN-UP!! 😊

If you do not have access to sign-up online please feel free to stop in the office Monday-Friday, or give us a call at 203-794-8531