YMCA Child Care Forms: Help Guide

What happens after I register?

- You will receive an email with a link to complete registration forms.
    - These forms provide information to keep your child safe and are required for all participants.
    - If you registered more than one child, you will receive an email for **each child.**
    - All forms must be completed no later than one week prior to the program start date.
- The email will go to the primary contact address on file. If you are unsure who is the primary on your account or need to switch the primary contact, please email membership@philaymca.org.

Accessing required forms

- Starting 7/1/2024 we are transitioning to a new online account system which you may access by clicking here.
    - If this is your first-time logging into the new site, select **Activate Online Account** to Create an Account.
    - After you enter your information, check your email for a link to create a password and login.
    - If you need assistance with activating your new online account, contact us at membership@philaymca.org
    - If you have already logged in and are returning to complete your forms, please select **Login**.
- Once logged in, click **My Account > Forms (Camp/Child Care)**.
- Information that you may want to gather before starting include:
    - Health insurance information
    - Medical History and Primary Care Physician details
    - Emergency or pick-up list contact information

Completing required forms

- After clicking **My Account > Forms (Camp/Child Care)** you will see a list of forms to complete.
- Click on the form you wish to complete to view all sections (each form may have multiple sections to fill out).
    - Make sure to click **Save and Continue** each time you complete a section and do not close the browser window—this will require you to start over and progress will not be saved.
    - If you must stop and come back to the form later, just click **SAVE** and revisit your My Forms page to continue filling it out.
- A completed **Fee Agreement, Child Health report and any other applicable forms** must be attached in the Required Uploads section.
- All file types are supported (including photos) and multiple attachments may be uploaded.
- Large file sizes (greater than 3MB) may not be uploaded. If you are unable to upload your files, please email them to membership@philaymca.org and we'll upload for you.

Still need assistance? We are here to help!

Contact membership@philaymca.org to help you with your registration forms or answer any questions.