

Before & After School Program Registration Information

- **Registration Hours**
 - Registration will begin online and at our office on Tuesday July 26th
 - We will offer extended hours for registration
 - 8:00AM – 6:00pm
- **How to Register In Person**
 - Come to our office at 43 E Quincy St
 - Paperwork can be completed in advance and dropped off with payment
 - Payment can be made by Check, exact cash or with a Credit/Debit card
 - Your receipt will show the payment deadlines along with the last day to make changes without financial penalty and when paperwork is due (if it was not submitted then disregard paperwork deadline).
- **Online Registration Preparation Steps**
 - Make sure you can access your account before registration opens, to do this you can reset the password yourself or you can contact us and we can send a resend password link to your household email
 - Confirm that you have accurate household information (See most common examples below)
 - Household email address
 - Child(ren's) ages and grade
 - Review the necessary paperwork along with the options being offered for the Before and After School Program
- **How to Register Online**
 - Go to www.riverside.il.us
 - Select 'Departments' then 'Parks and Recreation'
 - Select 'register online'
 - Login to your account on https://register2.vermontsystems.com/wbwsc/ilriverside.wsc/splash.html?InterfaceParameter=WebTrac_1
 - Type in "Ames" "Blythe" "Central" or "Hollywood" in the activity search
 - Hauser will enroll in Central's program
 - Select the months or weeks you were planning on enrolling in
 - Pick the participant you want in that program
 - Proceed to check out once the month(s) or week(s) are selected for the participant(s)
 - There will be a minimum balance due,
 - That minimum balance represents a \$15 deposit per month per child for each program
 - Weekly payments are due in full no later than the Thursday of the week prior at 11:00AM

- Pay the minimum balance shown
 - If an over payment is made it will auto-apply that overpayment to the first item selected.
 - You can pay the full balance as well but you only need to pay the minimum balance for the registration to be accepted.
- **How to View or Pay your Balance**
 - Once you have enrolled in the Before & After School Program your account will have an outstanding balance
 - Unless you paid in full
 - Under the 'my account' tab you can select 'Pay old balances'
 - This will populate all the enrollments of the BASP that your Child(ren) is enrolled in.
 - This is where you can pay your balances as the deadlines approach throughout the school year.