

# How to Enroll in the Bethel After School Program

**Enrollment is a very extensive process and could take several minutes to complete.**

1. Click the “Register” Button
2. Enter your mobile phone number to get started. You will be sent a code you can use to log in (if you have an existing profile with us) or create an account.
  - a. If using a mobile phone number does not work for you, you can use your email instead.
3. For new accounts, it will ask you (the parent) for your first and last name to complete your profile. It will then ask for your email address to receive notices about your account.
  - a. PLEASE NOTE: Your email address needs to be your **primary email address** and **entered correctly**. This is the email that will receive all updates and notices about the Bethel After School Program. If the email is mistyped or inactive, the emails will automatically bounce and you will not receive important communications from the program.
  - b. For new profiles, you may be asked to go through a second verification process such as entering another code or a CAPTCHA question.
4. Once your profile is established, the registration page will open. You will have 15 minutes to complete this page in the registration process. If it times out, you will need to start over.
5. **Step One: Selections**
  - a. Select the enrollment type you are registering for and how many students you’re enrolling:
    - i. K - 5 Enrollment (monthly)
    - ii. K - 5 Enrollment (yearly)
    - iii. 6 - 12 Enrollment (monthly)
    - iv. 6 - 12 Enrollment (yearly)
6. **Registration Contact Information**
  - a. All correspondence for the registration will be sent to this person (you). It will automatically grab your email and phone number that you entered when you logged in or created your account. It will also ask for your address.
7. **Step Two: Attendees**
  - a. For New Households: In the dropdown, select “add a new household member” to add the child you are enrolling in the after school program. Here, you will be able to add their name, gender, birthdate, and grade.
  - b. For Existing Households: In the dropdown, select the child in your household you want to enroll. If there is any missing profile information (birthdate, gender, grade), it will ask for that information before moving on to the next step. If you do not see the child you’re intending to enroll, select “add new household member” to add them.
8. **Step Three: Additional Options**
  - a. This step is where you will add your tuition plan to your registration.

- i. If you're enrolling for K - 5 or 6 - 12 MONTHLY, add one (1) month's tuition to your registration.
  1. Monthly Tuition fee: \$20/month per student
- ii. If you're enrolling for K - 5 or 6 - 12 YEARLY, add one (1) year's tuition to your registration.
  1. Yearly Tuition fee: \$160/year per student

**9. Step Four: Review and Pay**

- a. Review your enrollment selections for each of your attendees. If the information looks correct, you can apply payment via credit or debit card.
- b. Note about Scholarships: Scholarships will be addressed on a case-by-case basis. If you are applying for a scholarship, please DO NOT enroll until your scholarship request has been approved. Email us at [afterschoolprogram@bethel-church.com](mailto:afterschoolprogram@bethel-church.com) about how to apply for a scholarship.

**10. Step Five: Additional Information Required for Enrollment**

- a. After you submit payment, you will be directed to a page to provide additional information about the attendee. If you are enrolling more than one student, the information will be gathered one at a time.

**11. Step Six: Required E-Sign Documents**

- a. The final step for enrollment is completing the e-sign documents. There are three (3) documents that will need to be completed and signed by the enrolled student(s) legal parent or guardian:
  - i. **BASP 2023-24 Parent Handbook**
  - ii. **BASP Enrollment Authorization and Disclaimers**
  - iii. **BASP Transportation Authorization Form**

12. When the steps above have been completed, your student(s) are officially enrolled in the Bethel After School Program!