



Preparing for Registration

1. Call the YMCA and verify your email address on file. 509.662.2109
2. Create an [online account](#) (if you haven't already)
 - a. If you cannot access your online account, contact Childcareadmin@wenymca.org (**May take up to 3 days to get you access to your account**)
 - b. Check your email and verify your account.**
 - c. Login to your account**
3. Once you are in your account:
 - a. Verify your information
 - b. Verify that your household information
4. Collect the following information and documentation for easy and quick upload during the registration process.
 - Immunization record obtained from a doctor on a Washington State Certificate of Immunization Status form (CIS Form)
 - Student's Primary Care Physician name, phone number, and last known visit
 - Student's Dentist's name, phone number, and last known visit
 - Known health conditions, medications, and/or allergies
 - Two Emergency contacts: names and phone numbers
 - Two additional authorized transports: names and phone numbers
 - \$50 registration fee (Can be paid with Credit or Debit Card)
 - ***If you are planning to utilize Washington State Child Care Subsidies through DSHS, please be prepared to submit a copy of your current approval letter. This may be bypassed during the registration process, but you will be fully financially responsible for all fees and monthly dues until your child is approved and assigned to our provider number. Reimbursement of the registration fee will be processed once complete authorization is confirmed.***
 - *DSHS Provider Numbers:*
 - *Alpine Lakes 369047*
 - *Lee 456236*
 - *Grant 623087*
 - *Sunnyslope 213338*
 - *Lincoln 399247*
 - *Washington 436732*



How to Register for Childcare

1. Login to your account:
<https://wenymca.my.site.com/s/login/?ec=302&startURL=%2Fs%2F>
2. Click "Register Now" at the top of the page
3. Click "Childcare" on the left hand side
4. Select your School District
5. Select the upcoming school year you want to register for
6. Select your child's school
7. Find the plan you want to register for
 - AM Only
 - Wed Am Only (Cascade SD Only)
 - School Year
 - Full Year
 - PM Only
 - Monday AM Only (Wenatchee SD Only)
8. Click "Enroll"
****Ensure you are selecting the contact you want to register***
9. Go through the registration
10. Pay the \$50 registration fee and add your payment method to your account
11. Click "done" at the top right
12. Click "finish"

How to get on the Waitlist

1. See "How to Register for Childcare" above.
2. Follow the same steps
3. Add to waitlist
****You will not pay the registration fee until a spot opens up.***
4. Wait to be contacted once a spot opens up.
**** Contact will be made via email.***

Questions?

Contact: Childcareadmin@wenymca.org for account and registration help

Contact: Mollee Lewallen, Mollee@wenymca.org for all other questions or concerns

WENATCHEE VALLEY YMCA | 217 Orondo Ave. | Wenatchee, WA | 509.662.2109 | www.wenymca.org

Mission Statement: To strengthen youth, families, and communities by promoting Christian principles and putting them into practice through leadership and programs that build healthy spirit, mind and body for all.