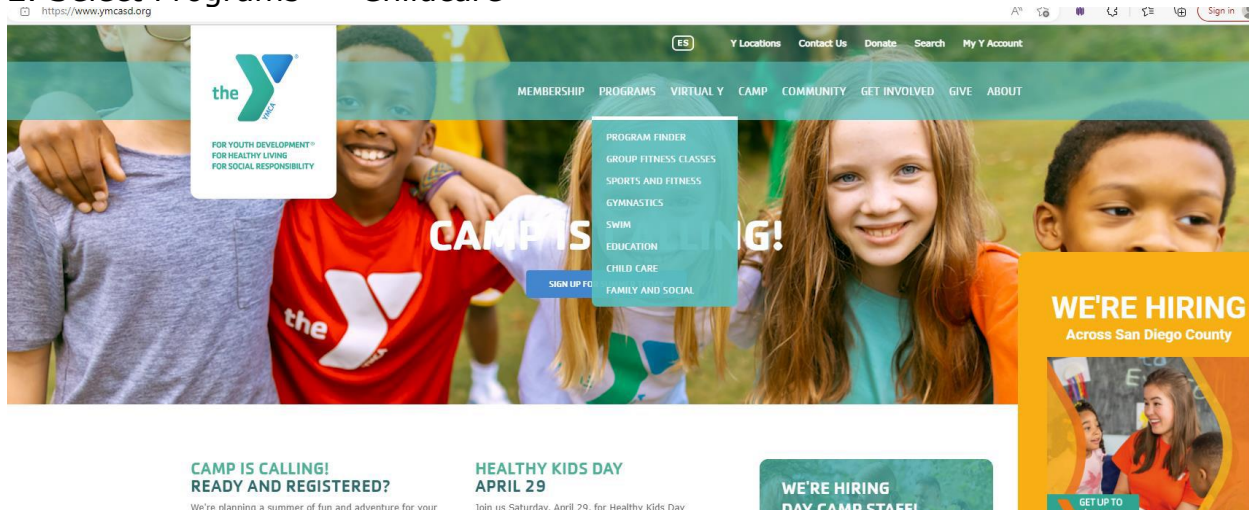


CHARACTER BUILDERS REGISTRATION STEPS

HOW TO FIND YOUR SCHOOLS INFORMATION PAGE:

1. Go to the South Bay Family YMCA webpage.
 - [South Bay Family YMCA | Chula Vista and Rancho Del Ray \(ymcasd.org\)](https://www.ymcasd.org)

2. Select Programs -> Childcare



3. Scroll down to "BEFORE AND AFTER SCHOOL CARE" – click the blue box

CHILD CARE

Before and After School

Preschool

Special Needs

Subsidized Child Care

Before & After School Care

Y Before and After School Programs support children in reaching their full potential by providing academic support and hands-on enrichment experiences in a safe and structured environment for children grades Kindergarten through Middle School.

BEFORE AND AFTER SCHOOL CARE

4. Scroll down and select "CHARACTER BUILDERS SCHOOL SITES"

Preschool
UTK Enrichment
Program

BEFORE AND AFTER SCHOOL

YMCA before and after school programs support children in reaching their full potential by providing academic support and hands-on enrichment experiences in a safe and structured environment for children grades kindergarten through middle school.

Located directly on your child's school campus, we partner with the school by working directly with teachers to support student learning.

Our staff design engaging enrichment activities to help support your child's learning in all areas.

[Character Builders](#) • [Expanded Learning Programs](#) • [Specialty Programs](#)

NEED MORE INFO?
Contact your local Y for more information on Before and after school

[Contact Us](#)

CHARACTER BUILDERS

Our Character Builders program provides quality, affordable and dependable care to elementary and middle school students. We provide before and after-school care, offering a safe place for youth to learn, grow, and thrive socially, emotionally, and physically. Program activities include homework support, health and wellness, visual and performing arts, sports, art, leadership development, service learning and character development.

CHARACTER BUILDERS SCHOOLS

Click below to expand program information for our Character Builders' school sites.

[CHARACTER BUILDERS SCHOOL SITES](#)

○

EXPANDED LEARNING PROGRAMS

5. Select the school your **child(ren)** will be attending and find all primary information regarding our program.

6. Select "Community Portal" when ready to enroll.

A GREAT PLACE TO LEARN AND PLAY

Welcome to **Character Builders**, the **South Bay Family YMCA's** full day program serving students from TK* to Grade 6 at **Arroyo Vista Charter School**.

Character Builders is an affordable way to ensure your child is in a safe, fun, and caring environment. Each day includes a new program or activity to help participants learn, build life skills, and develop healthy relationships — including walking field trips, healthy snacks, sports and games, art and music, homework support and more! *Child must be a minimum of 4 years and 9 months to register

HOW TO REGISTER

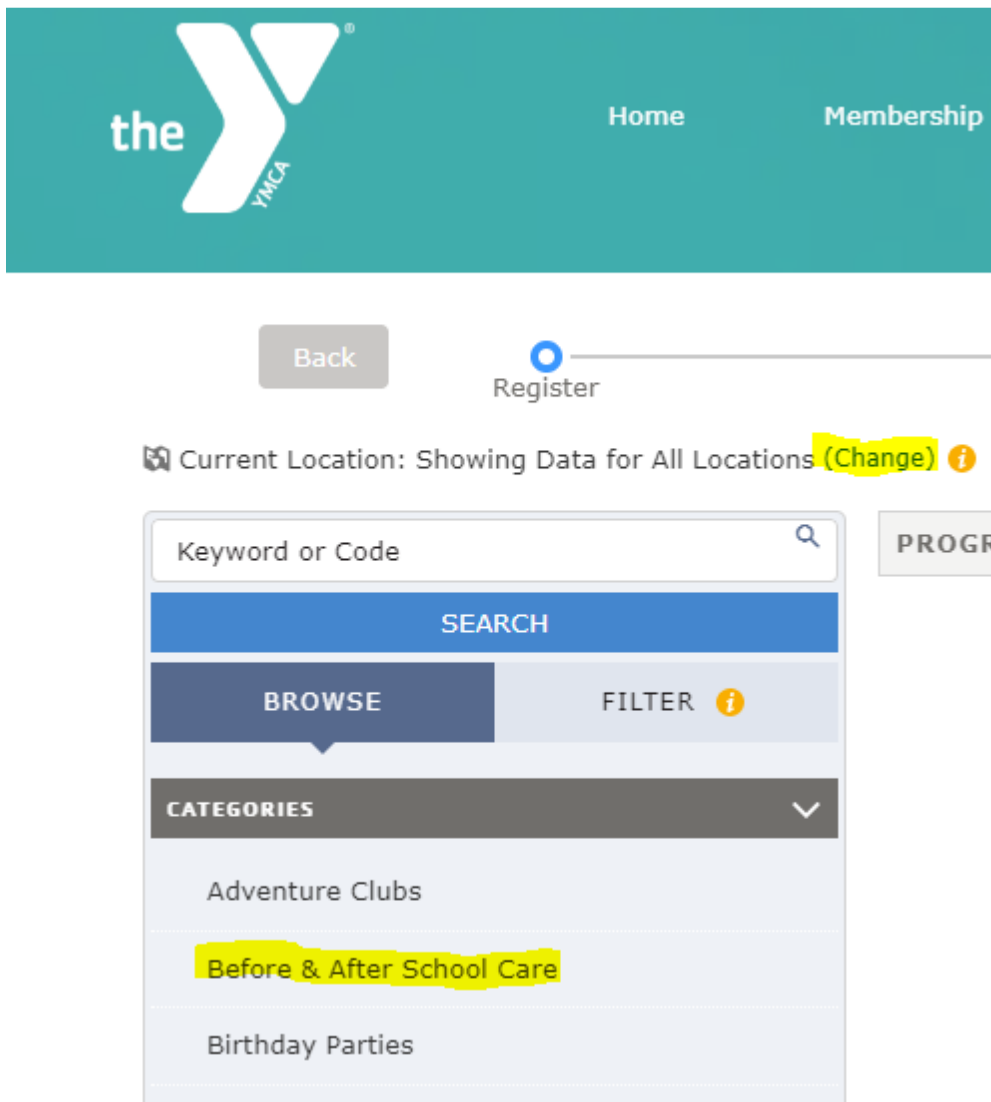
Registration for the Character Builders can now be completed and submitted online through our **Community Portal**. Find the site you are looking for by entering the site name in the Search Bar located in the top, left corner of the Community Portal. Registration is first come, first served.

IMPORTANT LINKS

- [Character Builders Registration Page](#)
- [Parent Handbook](#)

ONLINE REGISTRATION STEPS:

1. In the upper right corner of the screen, either log in to or create your YMCA account.
2. On the left filter bar click (Change) to change location to: **South Bay Family YMCA**. Then select 'Before & After School Care' from the categories list.



The screenshot shows the top navigation bar with the YMCA logo, 'Home', and 'Membership' links. Below this is a 'Back' button and a 'Register' button with a blue circle icon. The main content area displays 'Current Location: Showing Data for All Locations' with a '(Change)' link and an information icon. A search bar with the placeholder 'Keyword or Code' and a magnifying glass icon is present. Below the search bar are three tabs: 'SEARCH' (blue), 'BROWSE' (dark blue), and 'FILTER' (light blue with an information icon). The 'BROWSE' tab is active, showing a 'CATEGORIES' dropdown menu. The categories listed are 'Adventure Clubs', 'Before & After School Care' (highlighted in yellow), and 'Birthday Parties'. A 'PROGR' button is visible on the right side of the interface.

3. Find your school and the program plan you want.

4. Select the drop down "OPTIONS" tab.

- Each day will show how many spots are remaining. (Example below)

<p>22-23A: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (MON/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>	<p>22-23B: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (TUE/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>	<p>22-23C: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (WED/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>
<p>22-23D: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (THU/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>	<p>22-23E: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (FRI/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>	

***Note: If the box does not say "# of spots remaining" that means that day is currently at capacity, and you will be registering to go on our waitlist. You must still proceed in completing all the following steps to officially register on the waitlist. (Example below)**

<p>22-23A: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (MON/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>	<p>22-23B: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (TUE/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>	<p>22-23C: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (WED/PM)</p> <p>Aug 01 '22 - Jun 30 '23</p> <p>3:00 PM - 6:00 PM</p> <p>1 spot remaining</p> <p>Location: Dan McKinney Family YMCA</p> <p>ENROLL</p>
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5. Select "ENORLL" –select the **child(ren)** you wish to enroll.

- If child is not there, select "Create a New Contact" – this will add them to your account (do not create a new account for a child on their own)

Choose the Contact(s) to request a spot for
Before & After School - Character Builders - La Jolla Elementary - 2022-23: AM/PM 5 Day - 22-23A: Character Builders - La Jolla Elementary (MON/AM)


0 / 1 CONTACTS SELECTED

Select contacts



Jennifer Gutierrez - 28

Edit Select



Create a New Contact

Create a New Contact Save

- You can select multiple children.

Choose the Contact(s) to request a spot for
Before & After School - Character Builders - La Jolla Elementary - 2022-23: PM 5 Day - 22-23A: Character Builders - La Jolla Elementary (MON/PM)

2 / 3 CONTACTS SELECTED

Select contacts



Jennifer Gutierrez - 28

Edit Select



OC Other Child - 0

Edit Unselect



TC Test Child - 0

Edit Unselect



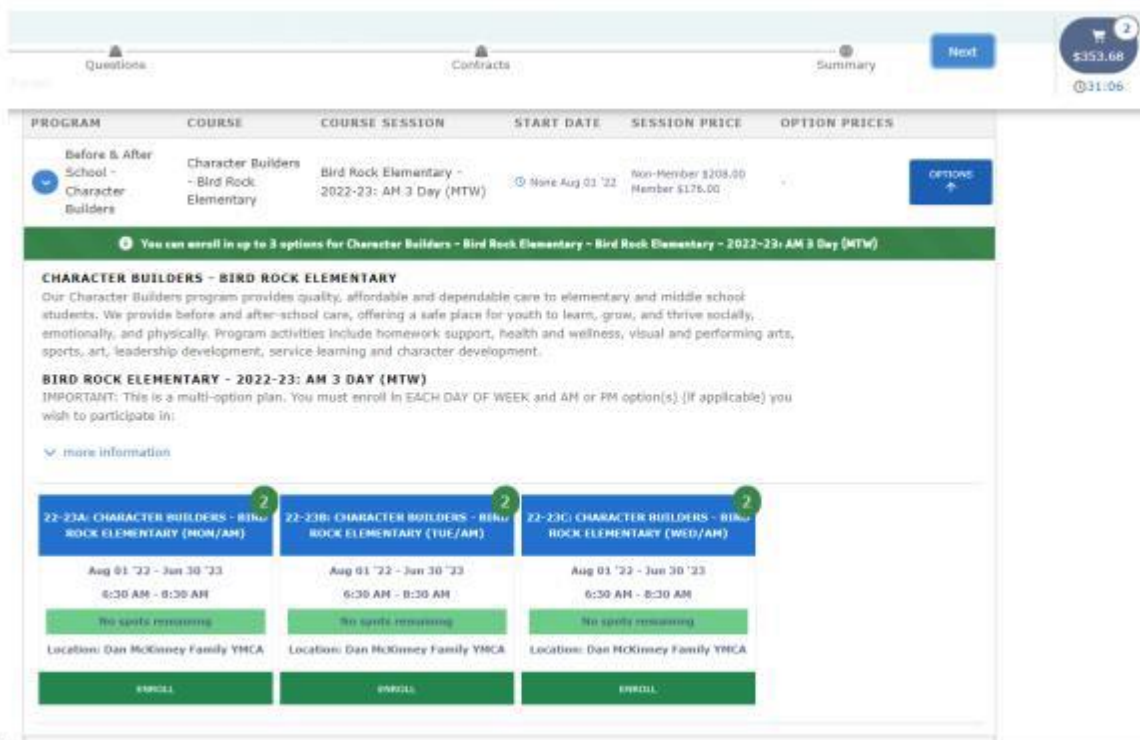
Create a New Contact

Create a New Contact Save

6. You must do this step for each day under the plan you have chosen.

- Each box will turn green to know you have selected the day.
- ***There will be no discounted price for selecting less days in the plan.***

7. Select the shopping cart icon in the upper left corner when finished.



The screenshot shows a registration interface with a top navigation bar containing 'Questions', 'Contracts', 'Summary', and a 'Next' button. A shopping cart icon in the top right corner shows a total of \$353.68 and 2 items. Below the navigation bar is a table with columns: PROGRAM, COURSE, COURSE SESSION, START DATE, SESSION PRICE, and OPTION PRICES. The table lists 'Before & After School - Character Builders' for 'Bird Rock Elementary' with a session on '2022-23: AM 3 Day (MTW)'. Below the table, a green banner states: 'You can enroll in up to 3 options for Character Builders - Bird Rock Elementary - Bird Rock Elementary - 2022-23: AM 3 Day (MTW)'. The main content area is titled 'CHARACTER BUILDERS - BIRD ROCK ELEMENTARY' and describes the program. It then lists three options: '22-23A: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (MON/AM)', '22-23B: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (TUE/AM)', and '22-23C: CHARACTER BUILDERS - BIRD ROCK ELEMENTARY (WED/AM)'. Each option shows the dates 'Aug 01 '22 - Jun 30 '23', the time '6:30 AM - 8:30 AM', and the location 'Dan McKinney Family YMCA'. Each option has a green 'ENROLL' button. A 'more information' link is also present.

8. The next screen will show: amount due, registration fee, billing date, and future billing schedule. Select next.

9. Our "Questions" page is our registration packet. Each child MUST have it completed before you push next.

10. Sign YMCA waivers on following page.

11. Proceed to payment

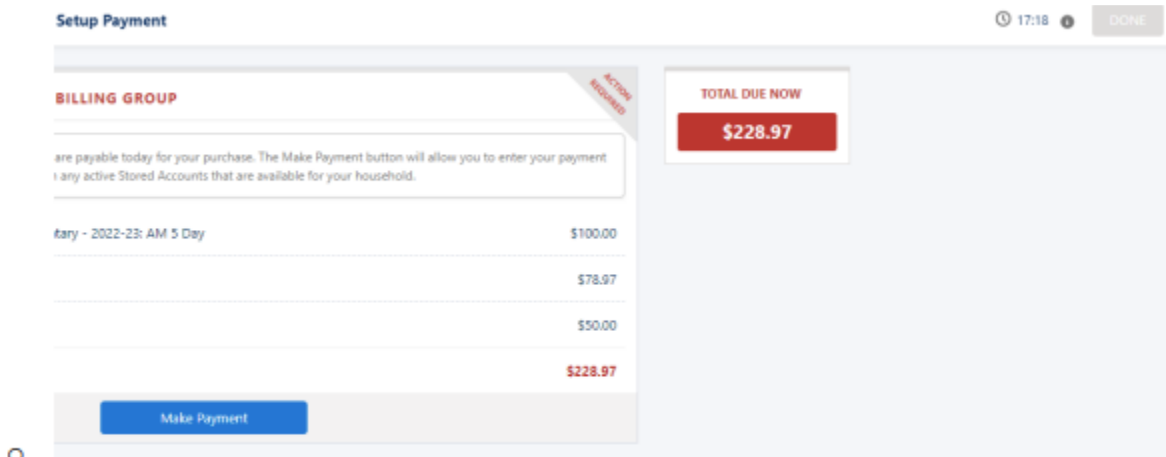
12. Select "Make Payment" in **Box 1** to pay the registration fee to secure your spot. Here you will select or add your payment method.

12. Select "Make Payment" in **Box 1** to pay the registration fee to secure your spot. Here you will select or add your payment method.

*** All 3rd party families are required to pay the registration fee**

13. Next select "Setup Payment Method" in **Box 2** as this is the only way to set up monthly automatic payments; **do not select** "Pay future due". You will be selecting the same payment method used for your registration fee payment.

14. Once returned to page click "Done" on the top right corner to complete.



Setup Payment 17:18 DONE

BILLING GROUP

are payable today for your purchase. The Make Payment button will allow you to enter your payment
any active Stored Accounts that are available for your household.

Entry - 2022-23: AM 5 Day	\$100.00
	\$78.97
	\$50.00
	\$228.97

Make Payment

***Important 3rd Party Families:** Once completed you must contact the Business Center Administration team at southbaycb@ymcasd.org, so they can complete billing and set up any family fees or copays that may be due throughout the year. ***Please be sure to attach a copy of your child's 3rd Party Certificate.**

- **Waitlist families:** You will receive an email once space opens up. From there we will collect your registration fee and monthly payment.
- **Registered families:** You will receive a "Welcome Email" before you start the program