

NEW REGISTRATION: Before & After School (BASP) and Mini Club Enrolment on esiKidz

Please read this document carefully and in its entirety before registering through the esiKidz site. It contains important information that will guide and support you throughout the registration process.

Fee Information

Families must choose one of the following fee options when registering. Fees are paid the month after usage (e.g./ September usage will be invoiced in October) Please read both options carefully, as billing differs significantly between them.

➤ **Option 1: DROP-IN (Pay for What You Use)**

Choose this option if your child will not attend the program every morning and afternoon, or if you expect to use the program fewer than approximately 15 mornings and afternoons per month.

With Drop-In care, you are only charged for the days your child attends.

Rates:

- \$8.00 per morning per child
- \$13.00 per afternoon per child

Example:

If your child attends 10 mornings (\$80) and 10 afternoons (\$130) in a month, your total invoice would be \$210.00. If your child attends 16 mornings (\$128) and 16 afternoons (\$208), your total invoice would be \$336.00.

➤ **Option 2: FULL-TIME RATE (Flat Monthly Fee – Charged Regardless of Attendance)**

Choose this option if your child will attend the program more than 15 mornings and afternoons per month.

This is a flat monthly rate that provides unlimited use of the program. The full-time fee is billed every month, even if your child attends fewer days or does not attend at all during that month.

Full-Time Monthly Rates (mornings and afternoons):

- 1st child: \$325.00/month
- 2nd child: \$275.00/month
- 3rd child or additional children: \$225.00/month

Additional Fee/Payment Information:

1. Fee types – families are welcome to change the attendance/fee type they have selected throughout the school year provided they give BGC Saskatoon notice by the 15th of the month. This will ensure the change will be reflected by the first of next month's program usage. Please email office@bgcsaskatoon.com for assistance with changing your fee/attendance type.
2. All payments will be processed on the 20th of the month. Invoices will be generated at the beginning of each month for the previous month's usage.

Payments are subject to payment processing fees which are:

- a. Credit Card: 3.9% + .30 cents per transaction
 - b. Pre-Authorized Debit (PAD): .60 cents per transaction
3. BGC Saskatoon uses the attendance and communication features on esiKidz. (https://www.esikidz.com/download_center/). You can also call or text the program cell phones if you need to reach your program location (posted on our website).

If you have any questions, please email office@bgcsaskatoon.com

BASP Registration Instructions:

1. Go to <https://bgc-sk-2.esikidz.com> to enter the registration website to begin enrolling your child. This registration website is just for registration purposes for Before & After School and Mini Club Programs, you will only use this site for registering in current and future BASP and Mini Club programs:
 - a. Enter your cell phone number and then wait for a code to be sent via text message. If you do not have a cell phone, please contact the office at office@bgcsaskatoon.com or 306-244-7820 for assistance.

bgc Saskatoon

BGC Saskatoon Portal
Before and After School & Camp Registration

Phone Number

+1 10-Digit Phone Number

Please enter 10-Digit Phone Number

Send Verification Code

b. Enter the code sent to your phone by text message.

bgc Saskatoon

BGC Saskatoon Portal
Before and After School & Camp Registration

← Change Phone Number

Verification code sent to 306-...

Verification Code

6-Digit Verification Code

Enter 6-digit verification code sent to your phone

Verify & Sign in

Resend Code

c. In the MY ACCOUNT section:

- i. Complete all required fields in the family information section and sign the waiver of liability.

My Account

Manage your family information, payment method and child profile details.

Family Information

Primary Email

Secondary Email

Primary Phone

Secondary Phone

Edit Family Info

Waiver of Liability

BGC Saskatoon takes the safety of all children registered in our programs very seriously and will take every precaution it possibly can in order to ensure the safety of your child. The risk of sustaining injuries that result from the nature of the activities can occur without fault of the participant, BGC Saskatoon, its employees/volunteers or the facility where the activity is taking place. By choosing to take part and to register your child in BGC Saskatoon programs, you are accepting risk that your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in program activities and by providing your child with any necessary safety equipment such as proper shoes, clothing etc. I consent to have my child receive services from BGC Saskatoon and am registering my child voluntarily. The consent will remain in effect for the duration of the time my child is enrolled in any BGC Saskatoon program(s). I understand and agree to receive the program services operated by BGC Saskatoon and that I have registered my child in. Programming activities such as recreation activities and outings (field trips) involve certain elements of risk. Injuries may occur while participating in these activities.

ACKNOWLEDGEMENT My child listed on this registration has my permission to participate in program activities as planned by the BGC Saskatoon program that I have registered my child in. I waive my legal rights against BGC Saskatoon for any loss, injury or damage suffered during or by reason of participating in all events, programs and activities scheduled while my child is in the program. I authorize the application of emergency medical attention and undertake to be responsible for any hospitalization, medical expense and / or ambulance expense that may be incurred.

I acknowledge that I have read and agreed the Waiver of Liability

Guardian Signature*

Sign Signature

ii. Under **PAYMENT INFORMATION**- You will have the choice to enter either a credit card or your banking information for pre-authorized debit for future billing (NOTE: Only BASP registrations are able to process payments using pre authorized debit payments or credit card. Camp registrations must be completed with a credit card):

Payment Information

Pre-Authorized Debit
 Credit Card Payment

iii. In the next section you will add your child(ren). Complete all required fields in the child profile section before continuing to the program enrolment section.

Children

iv. **NOTE: only add children to your account that you are the parent or guardian of.**

d. Once you have finished the profiles in the user account section you can move to the **CENTRE ENROLLMENT** section. Choose **NEXT SCHOOL YEAR**

BGC Saskatoon Registration Portal

Centre List
Enroll your children in your preferred centres

Select School Year

Search Centre

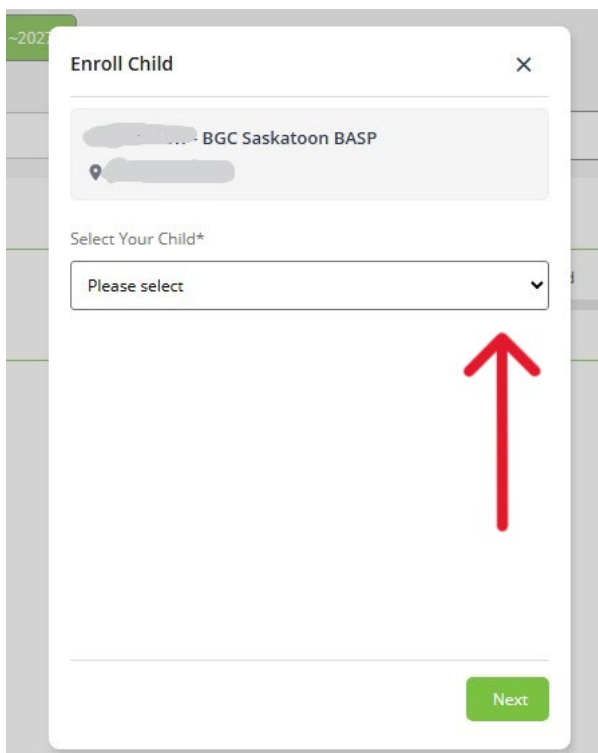
- i. Search for your school's name in the search bar or scroll through the list of programs.
- ii. Select ENROLL for the program you want to register in.

Showing 1 Centres



A horizontal card for the program '- BGC Saskatoon BASP'. On the left is a location pin icon. On the right, it shows '0/1 Enrolled' with a progress bar and '1 spots left'. A green button labeled 'Enroll Child' is on the far right, with a red arrow pointing to it from the right side of the image.

- iii. Select the child you are registering and hit continue. You will have to repeat the process if you are registering more than one child.



A modal window titled 'Enroll Child' with a close button (X) in the top right. It shows the program name '- BGC Saskatoon BASP' and a location pin. Below is a dropdown menu labeled 'Select Your Child*' with the text 'Please select' and a downward arrow. A red arrow points up to this dropdown menu. At the bottom right is a green button labeled 'Next'.

- iv. Select which attendance schedule/fee type you will be registering for (Full Time or Drop In) and hit continue. Please read the schedule/fee type information below as it affects your monthly bill.

2021


Enroll Child ✕

██████████ - BGC Saskatoon BASP

██████████

Select Preferred Schedule*

Please select ▾



Back Next

- v. Confirm the payment method you will be using for future invoices and click next.


Enroll Child ✕

██████████ - BGC Saskatoon BASP

██████████

Select Tuition Payment Method*

Please select ▾



Back Next

- vi. Review your registration and select continue to enroll if everything is correct. If you need to make a change, you can go back.

The screenshot shows a mobile application window titled "Enroll Child" with a close button (X) in the top right corner. Below the title, there is a grey box containing a blurred name and the text "- BGC Saskatoon BASP" with a location pin icon. Underneath is the heading "Preview enrollment information" followed by a light green box containing the text "You are enrolling for" with a blurred name, "Preferred Schedule" with a blurred selection, and "Tuition Payment Method" with a blurred selection. At the bottom of the window are two buttons: "Back" and "Next". A large red arrow points downwards from the "Next" button area.

- vii. Registration fee payment- this fee must be paid by credit card.

The screenshot shows the "Enroll Child" form with a close button (X) in the top right corner. Below the title, there is a grey box containing a blurred name and the text "- BGC Saskatoon BASP" with a location pin icon. Underneath is the heading "Registration Payment" followed by a table:

Registration fee	\$40
Platform Service Fee	\$1.94
Total	\$41.94

Below the table is a checkbox with the text "I acknowledge the additional platform service fee." and a red arrow pointing to it. Underneath is the "Card Holder Name*" field with a text input box and a red arrow pointing to it. Below that are the "Card Number*", "Expiry*", and "CVV*" fields. The "Card Number*" field has a placeholder "CARD NUMBER" and a red arrow pointing to it. The "Expiry*" field has a placeholder "MM / YY" and a red arrow pointing to it. The "CVV*" field has a placeholder "CVC" and a red arrow pointing to it. At the bottom of the window are two buttons: "Back" and "Pay & Enroll". A red arrow points to the "Pay & Enroll" button.

- viii. If your registration was successful, you will see confirmation on the screen.
 - ix. You will receive an email confirmation to the email address listed on your family profile. This email confirmation includes information on setting up your parent portal account with esiKidz. **Please contact the main office (office@bgcsaskatoon.com) for assistance on updating your payment method as any changes made in the BGC portal or parent app does not save.**
2. It is important that you set up your parent portal account as soon as possible. This will be one of the primary ways in which BGC Saskatoon or your child's program leaders will communicate with families. The portal is also where you will see your account information and future tax receipts. We ask that families who install the app ensure that they turn on the notifications feature in the app itself as well as on their phone to ensure that communications are not missed. For more information on how to use the parent portal app please head to https://www.esikidz.com/download_center/