

**REGISTERING A RETURNING
CHILD FOR WISCONSIN
YOUTH COMPANY
PROGRAMS**

You will need to confirm the following items in your parent portal

1. **Parent 1:** The child must have at least one parent/guardian listed on their account. This individual must be accessible via phone during program hours. This individual will also be an authorized pickup person and must be available or have a plan in place to transport their child to and/or from the program.

2. **Emergency Contact Information** for person authorized as an emergency contact or authorized pick-up person (1 required/2 preferred)

- Name
- Phone number
- Email address/ physical address

3. Child's Physician

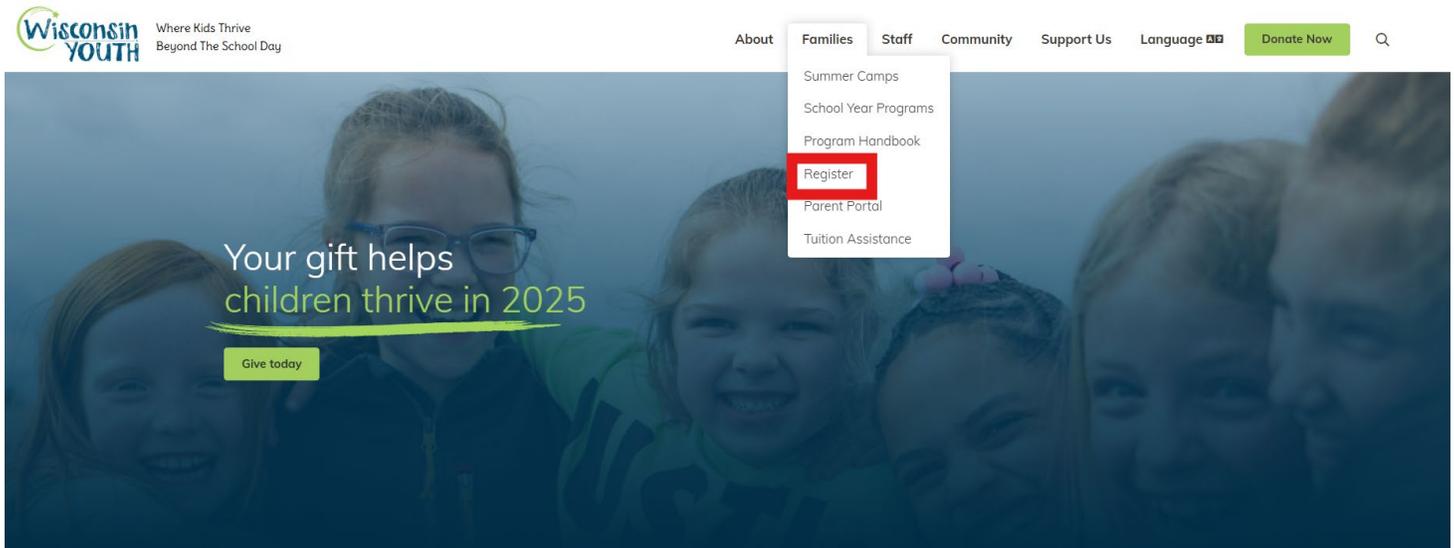
- Doctor's Name
- Clinic Address
- Clinic Phone Number

4. **Immunization Records-** You may need to update immunization records, especially if your child is entering 1st grade

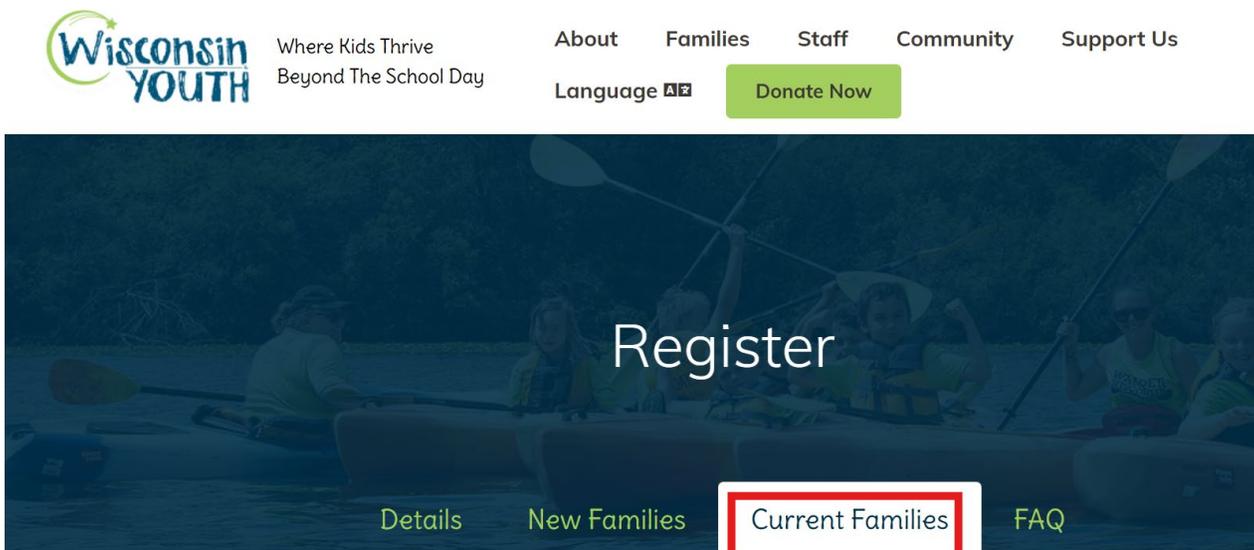
5. Child's Health History Information

Visit our website at www.wisconsinyouthcompany.org

Click on the green “Families” tab on the top of the screen and scroll down to “Register”



Click on the “Current Families” tab



Click "Parent Portal"



Where Kids Thrive
Beyond The School Day

[About](#) [Families](#) [Staff](#) [Community](#) [Support Us](#) [Language](#)

Register

[Details](#) [New Families](#) [Current Families](#) [FAQ](#)

A banner image showing a group of people in a boat on water, with the word "Register" in large white text. Below the banner are four buttons: "Details", "New Families", "Current Families", and "FAQ".

[Tuition assistance](#) is available to families for all programs. Families who receive [free and reduced lunch](#) are eligible for discount on school year and summer day camp program fees. If you need support paying summer camp deposits, please contact us at info@wisconsinyouthcompany.org.



Enter User Name and Password. If you do not remember your information, please contact our offices, and we will be able to reset your account.



[Home](#) / [About](#) / [Programs](#) / [WI Youth & Family Center](#) / [Photo Gallery](#) / [Resources](#) / [Employment](#) / [Contact](#)

[Register](#)

Waukesha (262) 547-8770

Members

User Name:

Password:

[Did you forget your password?](#)

A login form titled "Members" with fields for "User Name" and "Password", a "Login" button, and a link for "Did you forget your password?". The form is highlighted with a red rectangular border.

Click "Registration"

989138 - Phillips Family (Camp Bayside (Madison)) | Jinny Phillips : [Account](#) | [Logout](#)

Wisconsin YOUTH
We're kids beyond the school day

Attendance Registration Auto-Pay

Announcement Make Payment Statements

Attendance Registration Auto-Pay

Account Logout

News & Info

Announcement

Welcome to your parent portal!

To register for program, click on the *Registration* tab above. Please visit wisconsinyouthcompany.org for site-specific program information.

Payments are due 5 business days prior to the start of a billing cycle. Please visit our website to view the payment calendar (located on your program's page, select the "Fees & Payment Calendar" tab near the bottom of the page): wisconsinyouthcompany.org

Please be sure to keep your portal account password confidential. If you need to reset your password you can use the *account* link on the top right.

Please review all information to make sure everything is up to date.

Messages/Warnings ✕

 Welcome Back!

-

We're excited to have you back in program! To ensure the safety of your child(ren) during program hours, it is vital to update your information.

-

On the information summary page, please click on the names in blue to update:

-

- Child's health information
- Child grade as of Fall 2025
- T-shirt size (summer only)
- Swim Level (summer only) ([click here for swim level definitions](#))
- Parent/Guardian's contact info
- Emergency Contact / Authorized Pickup contact info

-

When finished, scroll to the very bottom of the information summary page and select "Confirm Information is Correct". You can then register for programs by selecting the registration tab at the top of the page.

-

Once you have completed this information update, for any further information updates please email our offices:

DANE::info@wisconsinyouthcompany.org
WAUKESHA::waukesha@wisconsinyouthcompany.org
If you are adding a new child through your parent portal, please email our office with up-to-date immunizations.--(not needed for Middle School U)

-<<PLEASE NOTE: Changes made here do not take effect until Summer or Fall programming. If you need to update information for current programming, you must email our offices listed above.>>

Thank you!



If you have additional children, you can add them at this point. You can update information on current children. You can also update current parent/guardian/contact information. Once everything is updated, click "CONFIRM INFORMATION IS CORRECT"

The screenshot shows a user interface for managing student information. A vertical blue bar on the left contains a red arrow pointing to the text "Add New Student". Below this is a search box containing "Phillips, Erica". The main profile area features a placeholder for a student photo, followed by the following details:

- Name:** Phillips, Erica (Update Information) ← red arrow
- Birthday:** 05/12/2019
- Admission:** 03/01/2024
- Phone:**

To the right of these details is a partially visible "Room" dropdown menu with "After S" selected. Below the student details is a blue header for "Parents/Guardians". Under this header are two guardian entries:

- Jinny Phillips** (Guardian 1): (Update Information) ← red arrow, C: 262-262-2222, Email: themom@themom.com
- Richard Fredin** (Guardian 2): (Update Information) ← red arrow, C: 262-222-1236

At the bottom of the page, a red arrow points to the text "Add New Contact".

Add New Contact

Contacts

 Diane Collins EMRG
(Update Information)
Status: Active
C: (920) 988-4312
Email: themarmee26@gmail.com

CONFIRM INFORMATION IS CORRECT

Click "ok"

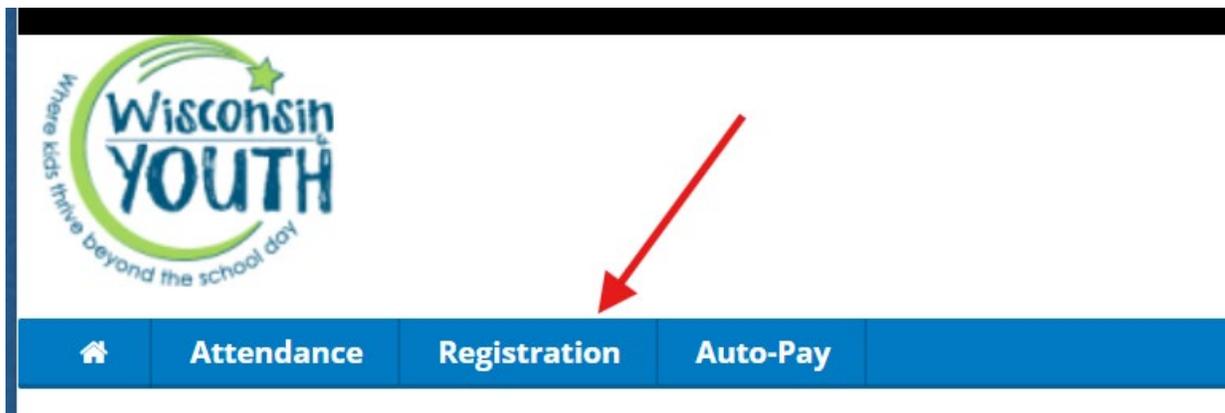
en confirmed.

Messages/Warnings ✕

 **Your information has been confirmed.**

OK

Click "REGISTRATION"



Review notes before beginning registration



Welcome to Online Registration!

- If you are already signed in through your parent portal, please scroll to the bottom of this page to register.

If you already have an account with us, please register by [logging into your Parent Portal](#).

Forgot your portal log-in information? [Have it sent to your email](#).

For new families, here are a few things to know before you start:

- -It takes about 20 minutes to complete the registration.
- -Any field with an asterisk (*) is required. If it doesn't apply, please mark N/A.
- -Payment is required to complete registration (credit card or ACH/e-check). A scholarship authorization code can be entered instead of payment.

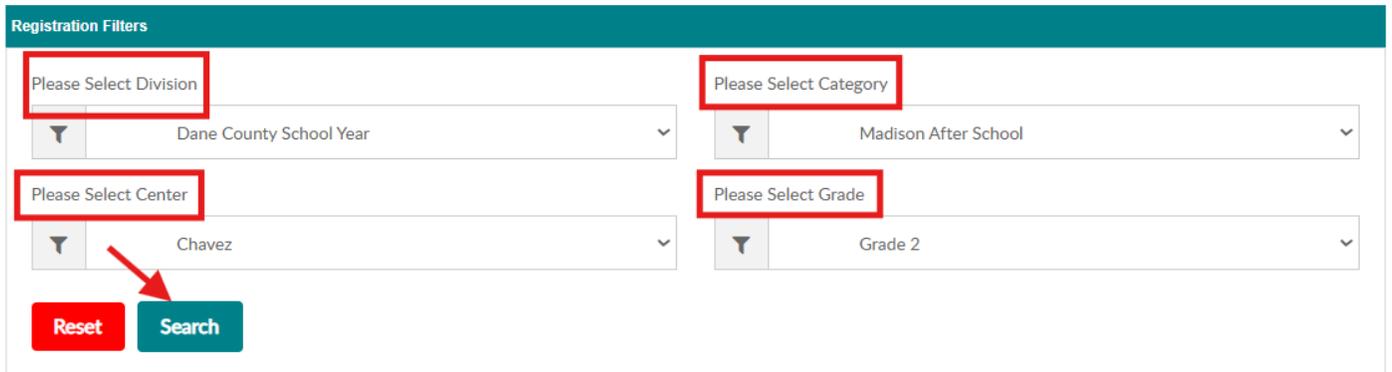
Information you will need:

- -Enter your child's **GRADE BEGINNING FALL 2024**
- -The name, phone number, and location of the child's doctor
- -Child's complete health history, medication, and dosage
- -Child's up-to-date immunization record (access them here, <https://www.dhfs.wisconsin.gov/PR/clientSearch.do?language=en>)
- -Guardian's contact information
- -One emergency contact, email address and phone number

Please review program fees and activities on our website. If selecting multiple programs, after choosing the "select" button for each program, scroll to the bottom of the screen and choose "enroll". Additional programs and children can also be added from the summary and payments page after the initial child information page.

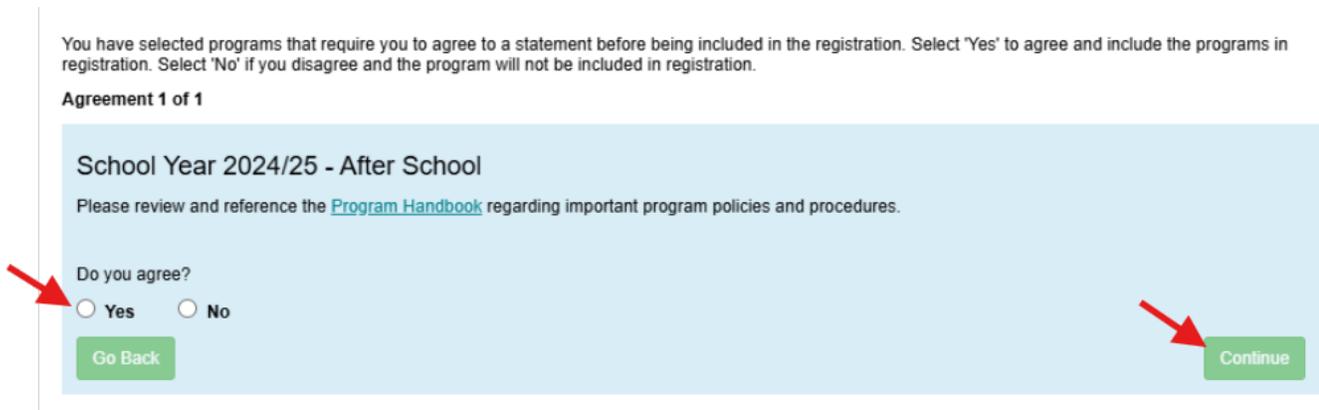
When you are ready with the above information, begin with the drop-down menu below:

Begin the registration process by choosing "Registration Filters" and clicking "Search"



The image shows a "Registration Filters" form with four dropdown menus and two buttons. The dropdown menus are labeled "Please Select Division", "Please Select Category", "Please Select Center", and "Please Select Grade". The selected values are "Dane County School Year", "Madison After School", "Chavez", and "Grade 2" respectively. Below the dropdowns are two buttons: "Reset" (red) and "Search" (teal). Red boxes highlight the labels of the dropdown menus, and a red arrow points to the "Search" button.

Program Handbook: In order for a child to attend our programs, a family must read and agree to the Program handbook.



The image shows a "Program Agreement" dialog box. It contains the following text: "You have selected programs that require you to agree to a statement before being included in the registration. Select 'Yes' to agree and include the programs in registration. Select 'No' if you disagree and the program will not be included in registration." Below this is "Agreement 1 of 1" and a light blue box with the title "School Year 2024/25 - After School" and the text "Please review and reference the [Program Handbook](#) regarding important program policies and procedures." At the bottom of the box, it asks "Do you agree?" with radio buttons for "Yes" and "No". There are two buttons: "Go Back" (green) and "Continue" (green). Red arrows point to the "Yes" radio button and the "Continue" button.

Program Agreement



Program Confirmations

You have agreed to 1 of 1 program agreement that will be included in this registration.

Go Back

Continue

Cancel

Select Child:

Please select the children to register for this program



Erica Phillips



When filling out the rest of the registration, please note, anything that is marked with a star is a mandatory field and must be filled out. If it is not filled out, you will not be able to move on.

Fill in your requested start date.

Registration

Registration

*The * and ★ icons indicate mandatory fields that must be filled out.*

Programs

After School at Cushing

Requested Admission Date



mm/dd/yyyy



Choose your selected days. Times will automatically populate

Day Selection

Please select the days they will be attending

Monday

Arrival Time

Departure Time

Tuesday

Arrival Time

Departure Time

Wednesday

Arrival Time

Departure Time

Thursday

Arrival Time

Departure Time

Friday

Arrival Time

Departure Time

Answer each program question (if no answer, put n/a)

Program Questions

1. Arrival: I acknowledge my child will

?

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★

2. Location my child will arrive independently from (type N/A if child not arriving independently)

?

★

3. Arrival time if arriving independently (type N/A if child not arriving independently)

?

★

4. Departure: I acknowledge my child will

?

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★

5. P.M. Departure Time if departing independently (type N/A if departing with authorized adult for sign-out)

?

★

Erica Phillips Required Fields

First Name

Erica

Last Name

Phillips

Birthday

05/12/2019

Jinny Phillips Required Fields

First Name

Jinny

Last Name

Phillips

Richard Fredin Required Fields

First Name <input type="text" value="Richard"/>	Last Name <input type="text" value="Fredin"/>
Email <input type="text" value="n/a"/>	Confirm Email <input type="text" value="n/a"/>

Diane Collins Required Fields

First Name <input type="text" value="Diane"/>	Last Name <input type="text" value="Collins"/>
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Add to Cart
Close

Connect Portal Account Creation Edit

Confirmation Questions Edit

- 1. I agree to abide by all policies in the program handbook regarding payment of fees, schedule changes, and deposits.
- 2. I understand that fee credit will not be given if my child is absent from all or any portion of a confirmed program.
- 3. I understand if a program is full or canceled by Wisconsin Youth Company for any reason, registering families shall have no claim other than a full refund.
- 4. I give my consent for Wisconsin Youth to act on my behalf to obtain emergency care and treatment if deemed necessary for my child. I give permission for Wisconsin Youth staff to share pertinent information, including health information, with emergency contacts as necessary.
- 5. I give my consent for my child's participation in any field trips scheduled as part of the child's enrollment and consent for my child to be transported to and from any scheduled program activity for which transportation is provided. I understand Wisconsin Youth adheres to state licensing regulations and organization policy regarding supervision of children and transportation while on all trips.
- 6. I understand that Wisconsin Youth may contact me via text messaging for the purpose of communicating urgent information that involves my child's program. I understand that I can opt-out of this service by contacting the Wisconsin Youth Administrative Office.
- 7. I understand and agree to abide by the above policies and other Wisconsin Youth Company policies as stated in the program handbook. The handbook is available online.

Go Back
Continue

Enter payment information for registration fee, Click "Complete Registration"

Payment Type

\$ Credit Card ★ ⌵ 🔒 Check Unlock

Use Guardian 1 Information (1)

First Name on Card ★ 👤 First Name on Card

Last Name on Card ★ 👤 Last Name on Card

Billing Address ★ 📍 Billing Address

Billing City ★ 📍 Billing City

Billing State ★ 📍

Billing Zip ★ 📍 Billing Zip

Billing Phone 📞 Billing Phone

Billing Email ★ ✉ Billing Email

Confirm Email ★ ✉ Confirm Email

🔴 Go Back

Subtotal \$30.00

Amount Due \$30.00

🗑️ Clear Registration ✅ Complete Registration

Registration Saved Successfully ✕

Registration Saved

Close