

To be ready for online or in-person Camp registration, please do the following:

1) Confirm you know your account log-in. Do not create a duplicate account with another email address.

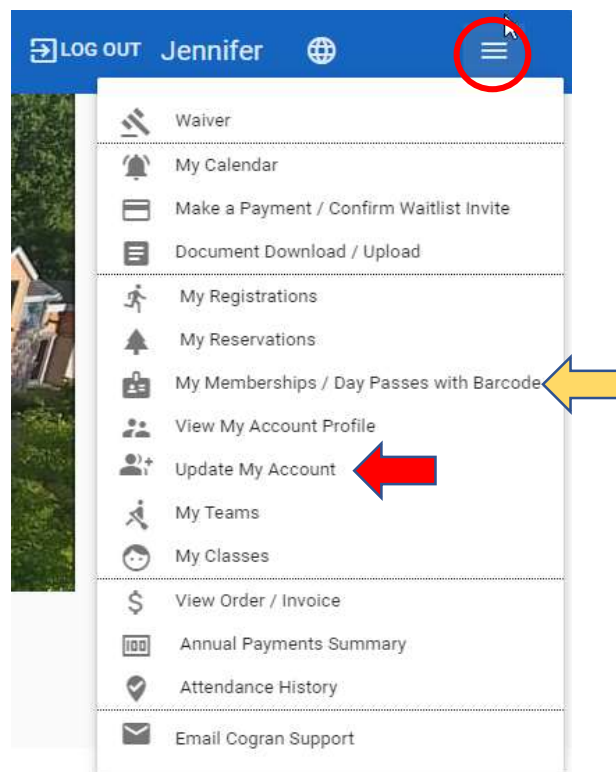
- If you've ever registered for a program with us (in person or online), or if you currently have or have had a membership, you have a User ID in our system.
- If you don't know which User ID is attached to your child or are unsure of your User ID, please contact Megan Roche at recmgr@ridgefieldct.gov.

2) Confirm your Membership is currently active.

- Log into your account and click on the "hamburger" icon in the upper right-hand corner. From the pull-down menu, select "My Memberships" (see **yellow arrow** below). When the screen pops up, confirm that your membership is currently active. This will confirm that you have the correct User ID associated with your membership, which will ensure you receive the member rates when registering for camp.
- If you would like to renew your membership, please contact Member Services at the front desk.

3) Confirm your Account Information is correct and up-to-date.

- Return to click on the "hamburger" icon in the upper right-hand corner. From the pull-down menu, select "Update My Account" (**red arrow** below).



4) Please make sure the following information is correct:
(screenshot below)

- Primary Contact Adult information – name, phone number, email
- Secondary Contact Name and Phone (2nd Parent or Guardian)
- Emergency Contact (eg, friend, neighbor, grandparents)

Hello Jennifer

Edit Account Holder Details

Complete the details of the primary contact on this form. To manage participants press the button.

GO DIRECTLY TO ADD AND UPDATE A PARTICIPANT

Primary Adult Contact

First Name *

Jennifer

Last Name *

* Required

Primary Email *

Enter the email address to receive communications from us.

Other Email

Address 1 *

* Required

City *

* Required

State

Connecticut *

Postal Code *

* Required

Home Phone Number

Cell Phone

Second Contact Name and Phone

Emergency Contact

Emergency contacts with phone other than above. Include daytime phone number.

5) At the bottom of the page, please add any additional adults authorized to pick up your child(ren) – eg, friend, neighbor, grandparents, babysitter – in “Pick up Contacts.” (see screenshot below)

6) Then, click **SAVE AND CONTINUE TO PARTICIPANTS.**

The screenshot shows a web form titled "For Youth Camps Only". Below the title is a text input field with the placeholder text "Enter your authorized pick up contacts eg Fred Jones 203-4564562, Sally Fields 203-4564565". Below this is a section labeled "Pick up Contacts" with a horizontal line and the text "Pick up Contacts" below it. At the bottom of the form is a large blue button with the text "SAVE AND CONTINUE TO PARTICIPANTS". Below the button is a link that says "BACK TO PREVIOUS PAGE". At the very bottom of the page is a black footer bar with white text. On the left, it says "Ridgefield Parks & Recreation 195 Danbury Road". On the right, it says "- prmarketing@ridgefieldct.org".

For Youth Camps Only

Enter your authorized pick up contacts eg Fred Jones 203-4564562, Sally Fields 203-4564565

Pick up Contacts
Pick up Contacts

SAVE AND CONTINUE TO PARTICIPANTS

[BACK TO PREVIOUS PAGE](#)

Ridgefield Parks & Recreation 195 Danbury Road - prmarketing@ridgefieldct.org

7) For each participant/child, please ensure the following information is correct:

- Name
- Date of Birth (to ensure the correct age is posted)
- Grade for the school year Fall of 2024
- School (select pull down menu for Ridgefield Public School options)

Edit Account Holder Details

Participants

Update participant details

Review and update the participant details. Scroll then press "Save".

Participant Details (* indicates required fields)

First Name *

* Required

Last Name *


* Required

Contact Type

Youth *

Select if either an adult or youth participant (under 18)

Date of Birth (format: MM/DD/YYYY eg 02/23/2000) * required

 02/02/2015

Used to filter programs based on age

Gender

* Required

Grade for school year Fall of 2024

School

Other *

Choose your school from the list.

8) At the bottom of the participants page, please complete:

- Allergy And Medical Notes (type NONE, if none)
- Special Request/ Other Notes (about your child or friend requests)

ALLERGY AND MEDICAL NOTES

ex: NONE or Allergic to Peanuts/ requires EPI or Dairy sensitivity


66 / 500 Type "none" if not applicable. Email campcoor@ridgefieldct.gov with more details if necessary.

Special Requests/Other Notes

ex: Can be shy or Afraid of Dogs or Likes card games

52 / 100 Briefly let us know more about your child or any friend requests.

UPLOAD PHOTO

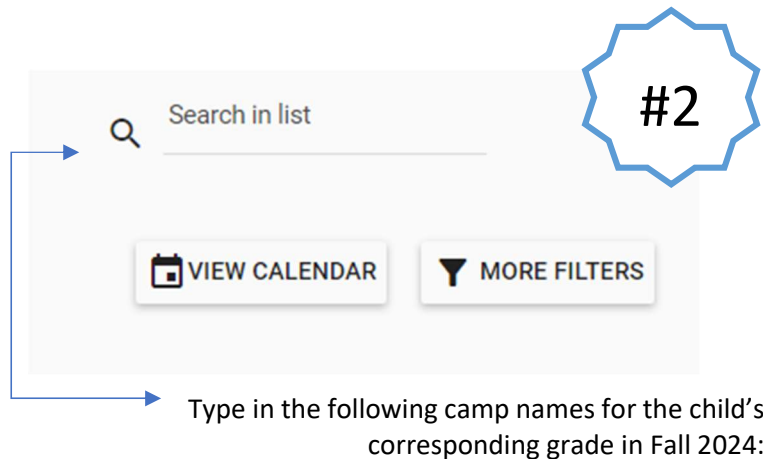
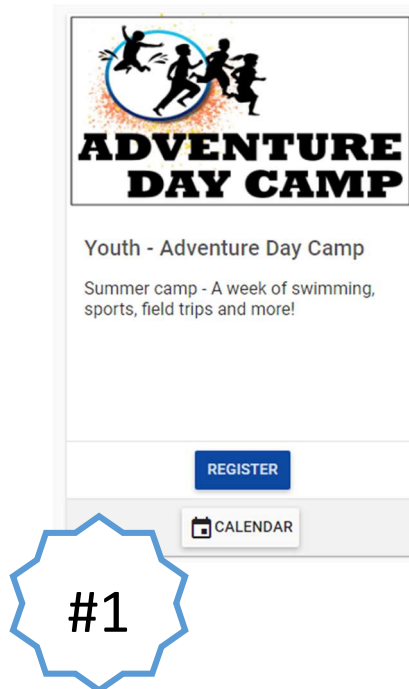
 image upload

9) And finally, click on SAVE and continue to the next participant, if needed.

SAVE

ADDITIONAL TIPS:

When registering for camp, first select the Youth Adventure Day Camp card (screenshot #1). Then, you can filter to the specific camp for your child by typing in the group name in the Search Icon at the top of the page (screen shot #2).



Explorer - for Pre-K 4 campers

Pionieer – for Kindergartners

Ranger – for 1st grade

Traveler – for 2nd grade

Trailblazer – for 3rd grade

Voyager – for 4th grade

Discoverer – for 5th grade

PLEASE NOTE: **Correct pricing for Week 2** for all Camp Groups and CIT's will automatically be reflected in your cart.

This is also true for the Early Bird Discount (March 1st to 15th only) and the Sibling Discount.

To register for Before Care and After Care Options, select the Before & After Camp Care CARD (screenshot #1). Then, select the weeks you would like to register for (screen shot #2).

BEFORE & AFTER CAMP CARE

Before & After Camp Care

Breakfast Bunch Early Drop-off before camp and Creative Care after camp extended care

INFO

REGISTER

CALENDAR

Breakfast Bunch (8:00-9:00am)

2024 Before & After Camp Care

Grades: pre-K to 6th grade
 Price: \$45.00
 Member Price: \$35.00

PROGRAM INFO

Week 1
 When: Jun 24 2024 to Jun 28 2024
 Time: 8:00AM - 9:00AM
 Day of Week: Mon-Fri
 Spots Left: Plenty
 Minimum Spots: 5
 Facility: Elm Room
 Grades: pre-K to 6th grade

ADD TO CART

Week 3
 When: Jul 8 2024 to Jul 12 2024
 Time: 8:00AM - 9:00AM
 Day of Week: Mon-Fri
 Registration is not open yet
 Minimum Spots: 5
 Facility: Elm Room
 Grades: pre-K to 6th grade

Week 4
 When: Jul 15 2024 to Jul 19 2024
 Time: 8:00AM - 9:00AM
 Day of Week: Mon-Fri
 Registration is not open yet

Please note: Week 2 for Breakfast Bunch is a separate offering from the other weeks, due to the shortened week & different pricing (simply scroll down past all other weeks to find it):

Breakfast Bunch (8:00-9:00am) wk 2

2024 Before & After Camp Care

Grades: pre-K to 6th grade
 Price: \$38.00
 Member Price: \$28.00

PROGRAM INFO

Week 2
 When: Jul 1 2024 to Jul 5 2024
 Time: 8:00AM - 9:00AM
 Day of Week: Mon/Tue/Wed/Fri
 Blackout Dates: Jul 4 2024
 Registration is not open yet
 Minimum Spots: 5
 Facility: Elm Room
 Grades: pre-K to 6th grade