

# How to Register for Youth Swimming Lessons

Swim lesson schedules, pool cancellations, etc. can be found on [bgccclifton.org](http://bgccclifton.org) on the Aquatics page. Lesson registrations and memberships can be purchased through our [parentportal.bgccclifton.org](http://parentportal.bgccclifton.org) website. You must create an account 24 hours prior to registration in order to be able to register on time.

## General Membership Information

- 1.) **Memberships are Non-Refundable.** The cost is \$40 for the first child and \$30 for each additional child within the same household.
- 2.) Memberships are valid one year from the day of payment and/or the membership form is received.
- 3.) Your child's membership must be current throughout the entire session in order to register. If your membership expires during the course of the class, you must renew your membership before you will be able to register. Memberships will be updated by 11:00 AM the following business day. Business days are Monday-Friday.

## Registration Information

**Parents may only register for one session at a time.** All sessions are \$65, which includes 9 classes. Swim Levels 1-6 are 40 minutes with 10 students per class. Guppies Swim classes (ages 4 & 5) are 30 minutes with 6 students.

- 1.) Please show your email confirmation/bring Club receipts to the first day of swim lessons.
- 2.) If your child does not attend the first class and you do not call, the club reserves the right to fill the spot with next available child.
- 3.) Registration is on a first come first, serve basis. Class size is limited so please register early.

## New/Returning Swimmers

If you do not know what level to sign your child up for, or if your child has not swam with us for more than 1 year, your child must take a swim evaluation. We will evaluate your child and let you know what level is appropriate. Level evaluation tests are given during Family Open Swim: Saturdays from 2:00-4:00 pm and Sundays from 1:00-3:00 pm. Summer time Tuesdays & Wednesdays 7:00-8:00 pm. Current Membership is required to take evaluation.

## How to: Create a Parent Portal Account

- 1.) Go to [parentportal.bgccclifton.org](http://parentportal.bgccclifton.org), click "New User" button, and fill in parent/guardian email, create a password and security question. Once your information is in the system, check your email link to validate and activate your account.
- 2.) Follow the verification link, log in using the email and previously created password.
- 3.) Complete/fill the parent/guardian information and household information.

## How to: Add children as members

- 1.) Navigate to "Profile" tab then scroll down to "Add New Member."  
This must be done for each and every child. (4 years old and up).
- 2.) After this process is done, please allow time to update your account. Accounts will be updated by 11:00 AM the following business day. Business days are Monday-Friday.

## How to: Pay/Renew Youth Membership

- 1.) Click on the Enroll tab at the top of the page. Using the black down arrow, select the member you wish to pay/renew membership, select the Club/Unit, and then select Youth Membership (Annual 1st child). Select Membership (Annual-additional children) for additional children. Continue to step 2, add to cart, proceed to checkout.\*

- 3.) Carefully read and accept our Terms and Conditions Agreement.
- 4.) Once you have completed your enrollment you will receive an e-mail confirming your registration. Repeat steps 1, 2 and 3 for each child you wish to enroll.

## How to: Enroll Your Child in Swim Lessons

Classes will only show/appear on registration date at the scheduled time. (See Schedule for more details)

- 1.) Click on the Enroll tab at the top of the page. Select the member you wish to enroll, the Club location, and the service. You must first select & pay the appropriate membership fee and then select & pay for the service you want to sign up for. \*
- 2.) Then enter your payment information.
- 3.) Carefully read our Terms and Conditions Agreement to complete enrollment.
- 4.) Once you have completed your enrollment you will receive an e-mail confirming your registration. Repeat steps 1, 2 and 3 for each child you wish to enroll.

If you need help with anything parent portal related, please contact [helpdesk@bgccclifton.org](mailto:helpdesk@bgccclifton.org).

## How to: Use the Parent Portal

- 1.) To check what class you registered for, click "Account", click "More Detail" next to your child's name.
- 2.) To check when your child's membership expires, click, "Account", under your child's name you will see "Enrollment Expires." The date next to it is your child's expiration date.
- 3.) To change the language of the website, click the "select language" drop down menu on the top right corner of the page.
- 4.) To see if a class is full, click on the Enroll tab at the top of the page. Select the member you wish to enroll, the Club location, and the service. Continue to step 2. If a class is full/sold out, it will read "Openings: Full". You can add your child to our waiting list, free of charge by clicking "Add (child name)" to the waiting list, located below the session start and end dates. You will be contacted via email if a space becomes available. The waiting list will only apply to the current session. If no spot becomes available, your child will be automatically removed at the end of the session. You will need to try to enroll on the next registration.

## Cancellation/Make-up Policy

Classes must be cancelled 1 business day before the class starts. After this cut-off, no refunds will be given. A \$10 administration fee will be deducted from all refunds. For safety reasons, make up classes are not available due to instructor/student ratios. Refunds and/or credits will not be issued due to absences.

## Tips for Registration

- Log-in to your parent portal account 24-48 hours before registration
- Membership must be valid throughout the entire session. If not, it must be paid 24-48 hours before registration.
- On Registration Day, log-in a few minutes before starting time. Remember to refresh the page at starting time

\* Please allow 24 business hours for all New/Renewed Memberships to be updated. Business days are Monday – Friday.

## Fall 2018 Youth Swimming Lessons

Each session of swimming consists of 9 classes. Each session costs \$65.00 plus annual membership (\$40).  
Must be 4 years old at time of registration to take classes. Please see the chart below for registration dates.

All registrations begin at 9:00 am on [parentportal.bgclifton.org](http://parentportal.bgclifton.org).

For assistance using the portal, please email [helpdesk@bgclifton.org](mailto:helpdesk@bgclifton.org)

On registration days, customer service representatives can be reached at 973-773-2697 x126 & 112.

**Membership must be current through the entire session you are registering for.**

If your child has never swam with the Boys & Girls Club of Clifton, he/she must be evaluated.

Level tests are given on Saturdays from 2:00 – 4:00 pm and Sundays from 1:00 – 3:00 pm.

**Cancellation/Makeup Policy:** Classes must be cancelled 1 business day before the class starts. After this cut-off NO refunds will be given. For safety reasons, make up classes are not available due to instructor/student ratios. Refunds and/or credits will not be issued due to absences. A \$10 administration fee will be deducted from all refunds.

CLASS DAYS	SATURDAY	MONDAY & WEDNESDAY
REGISTRATION DATES	11/15 9:00AM	11/15 9:00AM
CLASS DATES	<u>WINTER 2019</u> SESSION II 1/5/19-3/9/19 <i>No Class</i> 1/26	MNINI SESSION 11/19-12/17
GUPPIES (beginners ages 4 & 5 only)	10:00-10:30 10:30-11:00 11:15-11:45 11:45-12:15	5:30-6:00 6:15-6:45
LEVEL 1	10:00-10:40 10:45-11:25 11:30-12:10 12:15-12:55	5:30-6:00 6:15-6:45
LEVEL 2	9:15-9:55 11:30-12:10 12:15-12:55	5:30-6:10 6:15-6:55
LEVEL 3	9:15-9:55 10:00-10:40 10:45-11:25	NOT OFFERED
LEVEL 4	9:15-9:55 10:00-10:40 10:45-11:25	NOT OFFERED
LEVEL 5	9:15-9:55 12:15-12:55	NOT OFFERED
LEVEL 6	11:30-12:10 12:15-12:55	NOT OFFERED

*- Bathing suits are required for all classes. Children without it will not be allowed to swim. -*

*- Bathing Cap is required for anyone with hair below their chin. Caps and Goggles can be purchased at the Aquatics*

*Office. \$4.00 Caps and \$7.00 Goggles. —*

**CLASS DATES AND TIMES SUBJECT TO CHANGE**