

How to Register for Youth Swimming Lessons

Swim lesson schedules, pool cancellations, etc. can be found on bgccclifton.org on the Aquatics page.
Swim lesson registrations and memberships can be purchased through our 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 the membership expires during the course of the class, it **MUST** be renewed 24-48 hours prior to registration date.

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 children up for, or if your children 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: from September 14th to December 15th on Saturdays from 2:00-4:00 pm and Sundays from 1:00-3:00 pm.

Current Membership is required to take evaluation.

How to: Create a Parent Portal Account

- 1.) Go to parentportal.bgccclifton.org, click "New User" button, and fill in parent/guardian email, create a password and security question and answer. 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

This must be done for each and every child. (4 years old and up ONLY).

- 1.) Navigate to "Profile" tab then scroll down to "Add New Member."
- 2.) Complete member information. Repeat Step 1 and 2 for each

How To: Pay/Renew Youth Membership

Fees are good for 1 year, non-refundable & non-transferable

- 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: "Boys & Girls Club Of Clifton"
 - select Youth Annual Membership (1st Child).
 - Scroll down, click "Continue to step 2," and then add to cartIf you have additional children, click "continue shopping," and repeat step 1 and 2, then select: **"Youth Annual Membership (Additional Children)."** then continue to step 3 and proceed to checkout.

- 2.) Enter your payment information.
- 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.) 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.

How To: Navigate the Parent Portal

- **Registered Class:** click "Account", click "More Detail" next to your child's name.
- **Membership Expiration:** click, "Account", under your child's name you will see "Enrollment Expires." The date next to it is your child's expiration date.
- **Change the Website Language:** click the "select language" drop down menu on the top right corner of the page.
- **Check Class Availability:** click on the Enroll tab at the top of the page.
 - Select the member you wish to enroll.
 - Select the Club/Unit "Boys & Girls Club Of Clifton"
 - Select the Session you wish to enroll., then 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 (your child's name) to the waiting list", located below the session start and end dates. You will be contacted via email ONLY 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.

If you need help with anything parent portal related, please contact helpdesk@bgccclifton.org.

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 2019 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 will be Online at parentportal.bgcclifton.org.

For assistance using the portal, please email helpdesk@bgcclifton.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 or she must be evaluated.

Level evaluation tests are given during Family Open Swim from September 14th to December 15th on

Saturdays from 2:00-4:00 pm and Sundays from 1:00-3:00 pm.

Current Membership is required to take evaluation. Memberships are Non-Refundable.

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	MONDAY & WEDNESDAY		TUESDAY & THURSDAY		FRIDAY	SATURDAY		MONDAY & WEDNESDAY
	REGISTRATION DATES	REGISTRATION DATES	REGISTRATION DATES	REGISTRATION DATES		REGISTRATION DATES	REGISTRATION DATES	
REGISTRATION DATES	8/22 @ 2:00 PM	10/2 @ 9:00 AM	8/22 @ 2:00 PM	10/2 @ 9:00 AM	8/22 @ 2:00 PM	8/22 @ 2:00 PM	11/6 @ 9:00 AM	11/6 @ 9:00 AM
CLASS DATES	SESSION I 9/4-10/2	SESSION II 10/7-11/4	SESSION I 9/5-10/3	SESSION II 10/8-11/5	SESSION I 9/6-11/1	SESSION I 9/7-11/2	WINTER 2020 SESSION II 1/4/20-3/7/20 <i>No class 1/25/20</i>	MINI SESSION 11/13-12/11
GUPPIES (beginners ages 4 & 5 only)	4:00-4:30 5:30-6:00 6:15-6:45		5:30-6:00 6:15-6:45		4:00-4:30 5:30-6:00 6:15-6:45	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	4:45-5:25 5:30-6:10 6:15-6:55		4:00-4:40 6:15-6:55		5:30-6:10 6:15-6:55	10:00-10:40 10:45-11:25 11:30-12:10 12:15-12:55		5:30-6:10 6:15-6:55
LEVEL 2	5:30-6:10 6:15-6:55		5:30-6:10 6:15-6:55		5:30-6:10 6:15-6:55	9:15-9:55 11:30-12:10 12:15-12:55		5:30-6:10 6:15-6:55
LEVEL 3	4:00-4:40 4:45-5:25		4:00-4:40		4:00-4:40	9:15-9:55 10:00-10:40 10:45-11:25		NOT OFFERED
LEVEL 4	4:45-5:25		5:30-6:10		4:00-4:40	9:15-9:55 10:00-10:40 10:45-11:25		NOT OFFERED
LEVEL 5	4:00-4:40		4:00-4:40		NOT OFFERED	9:15-9:55 12:15-12:55		NOT OFFERED
LEVEL 6	4:45-5:25		4:00-4:40		NOT OFFERED	11:30-12:10 12:15-12:55		NOT OFFERED

Bathing suits are required for all swimmers. Shorts, tank tops, etc. are not acceptable.

Swimmers without bathing suits will be asked to leave the pool. 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

— See page 3 for Membership Information and Fees. All prices subject to change. —