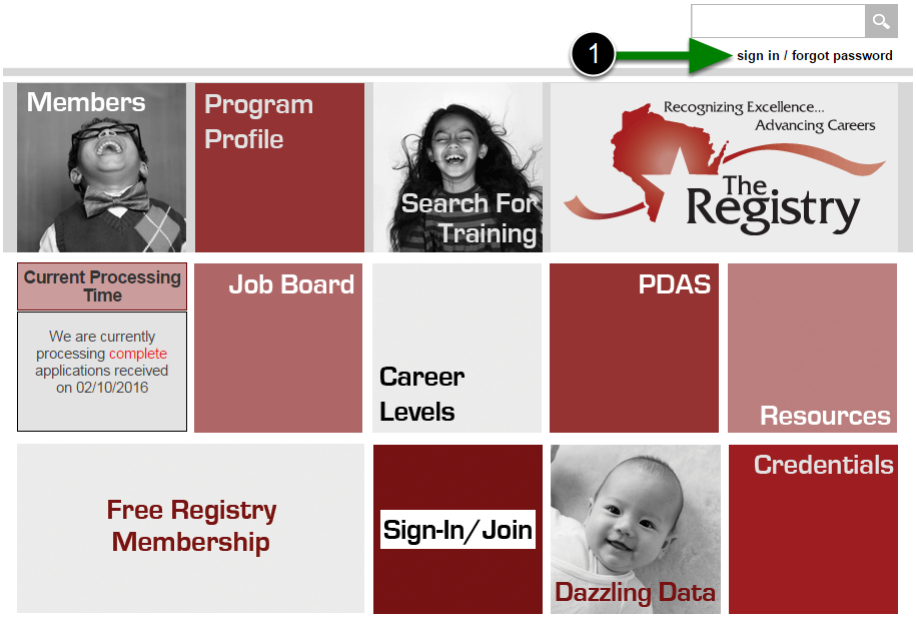
How to Fill Out Your Day Camp Program Profile

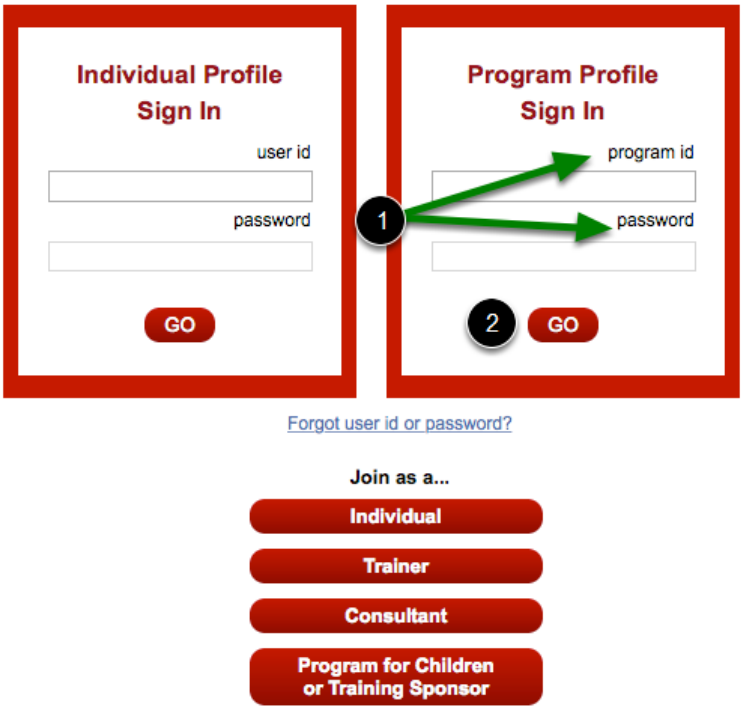
Follow these steps to complete a Program Profile within the existing organization account for your program. If you don't already have a free organization account, view the manual How to Create an Organization Account - Program for Children / How to Create an Organization Account - Training Sponsor for instructions.

1. Go to www.the-registry.org



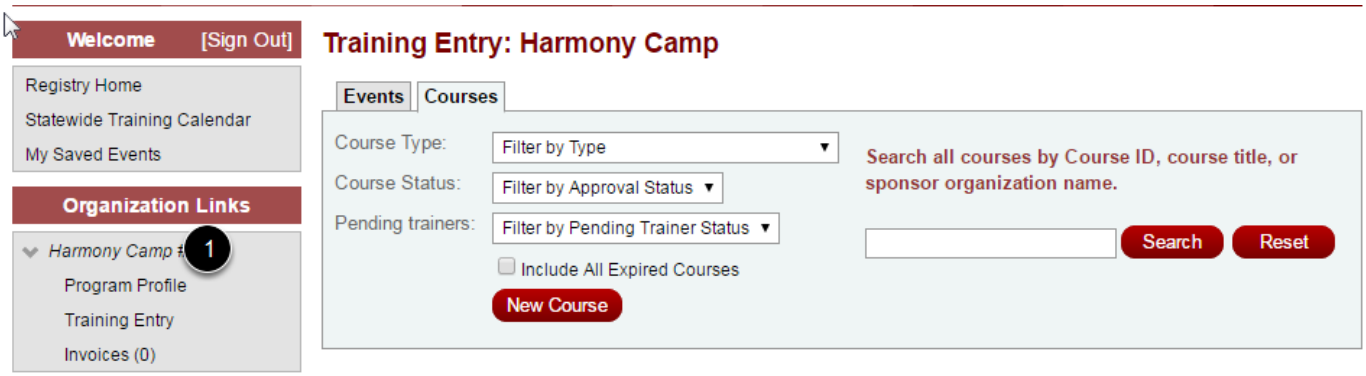
1. Click SIGN IN.

2. Sign In



1. Enter your program ID and password.
2. Click GO.

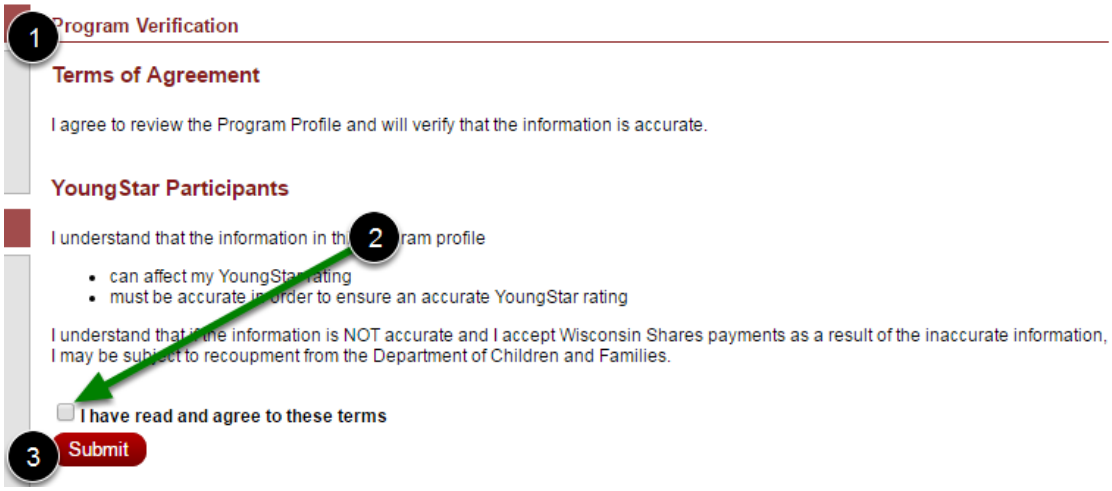
3. Getting Started



This is the first page you will see after you sign in.

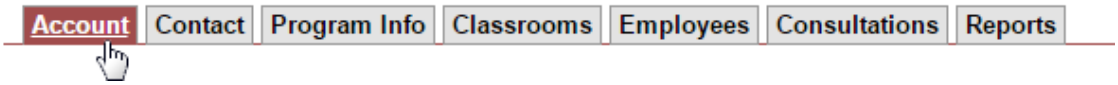
1. Click on PROGRAM PROFILE to begin.

4. Terms of Agreement



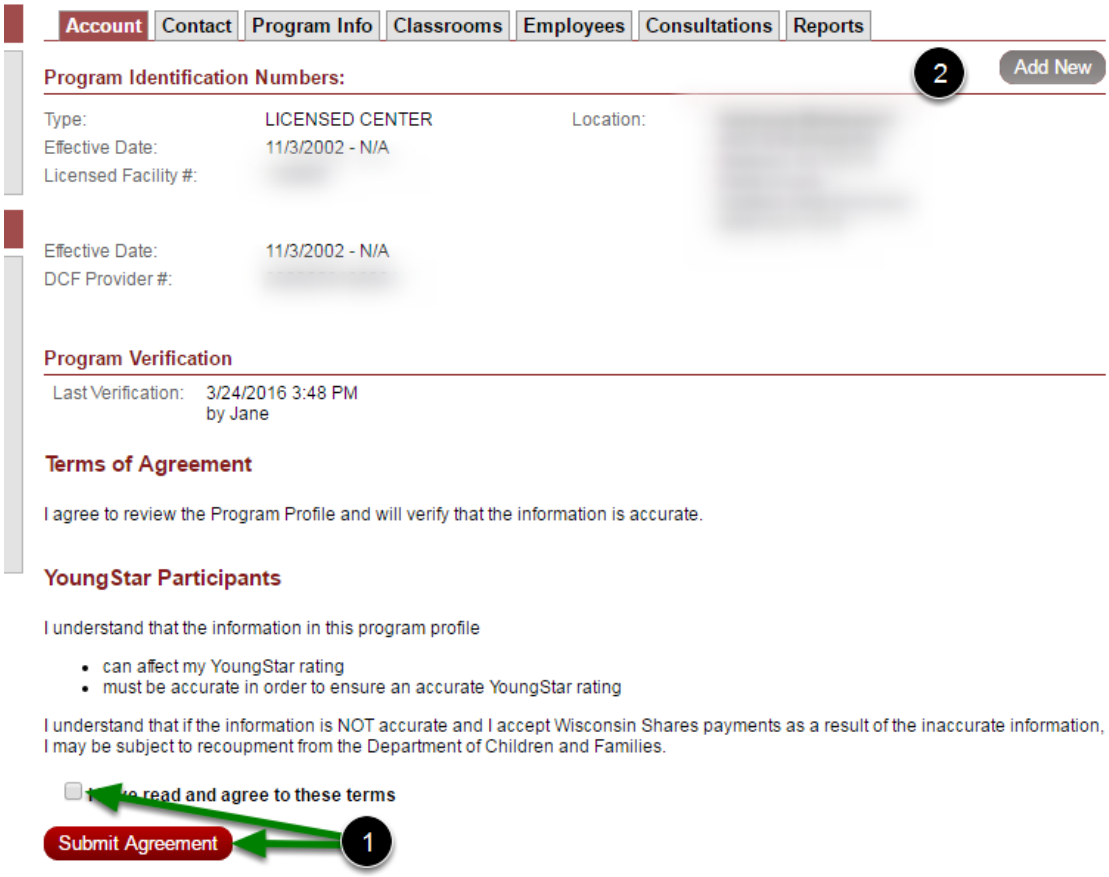
1. Read the Terms of Agreement.
2. Check I HAVE READ AND AGREE TO THESE TERMS.
3. Click SUBMIT.

5. Tabs



Click the tab you wish to view. A description of each tab follows.

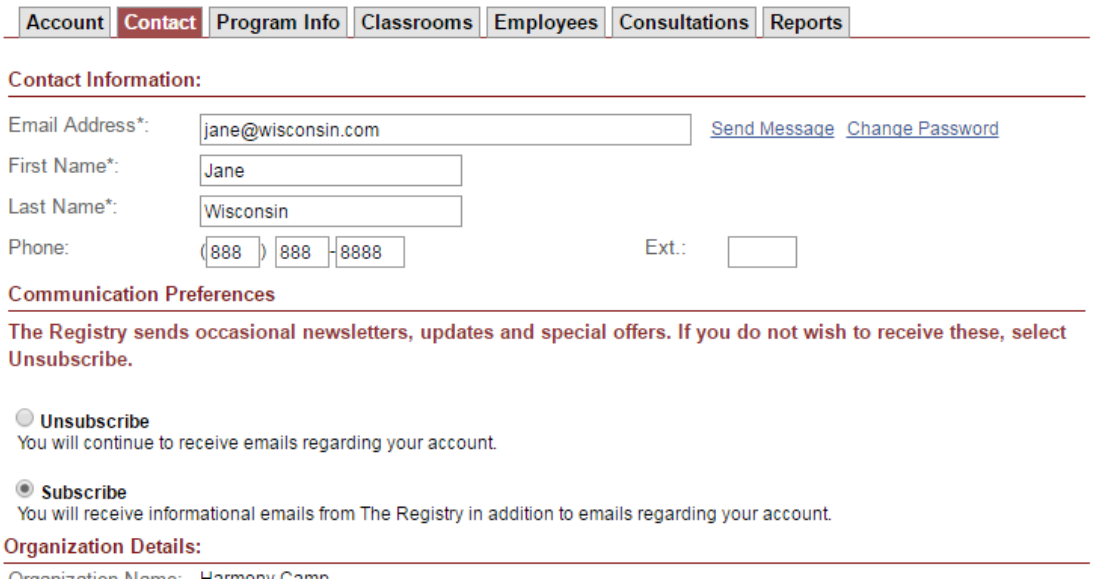
6. The ACCOUNT Tab



The Account Tab contains program information supplied to The Registry by the Department of Children and Families (DCF) based on DCF program numbers you provided when creating the organization account. This information cannot be edited.

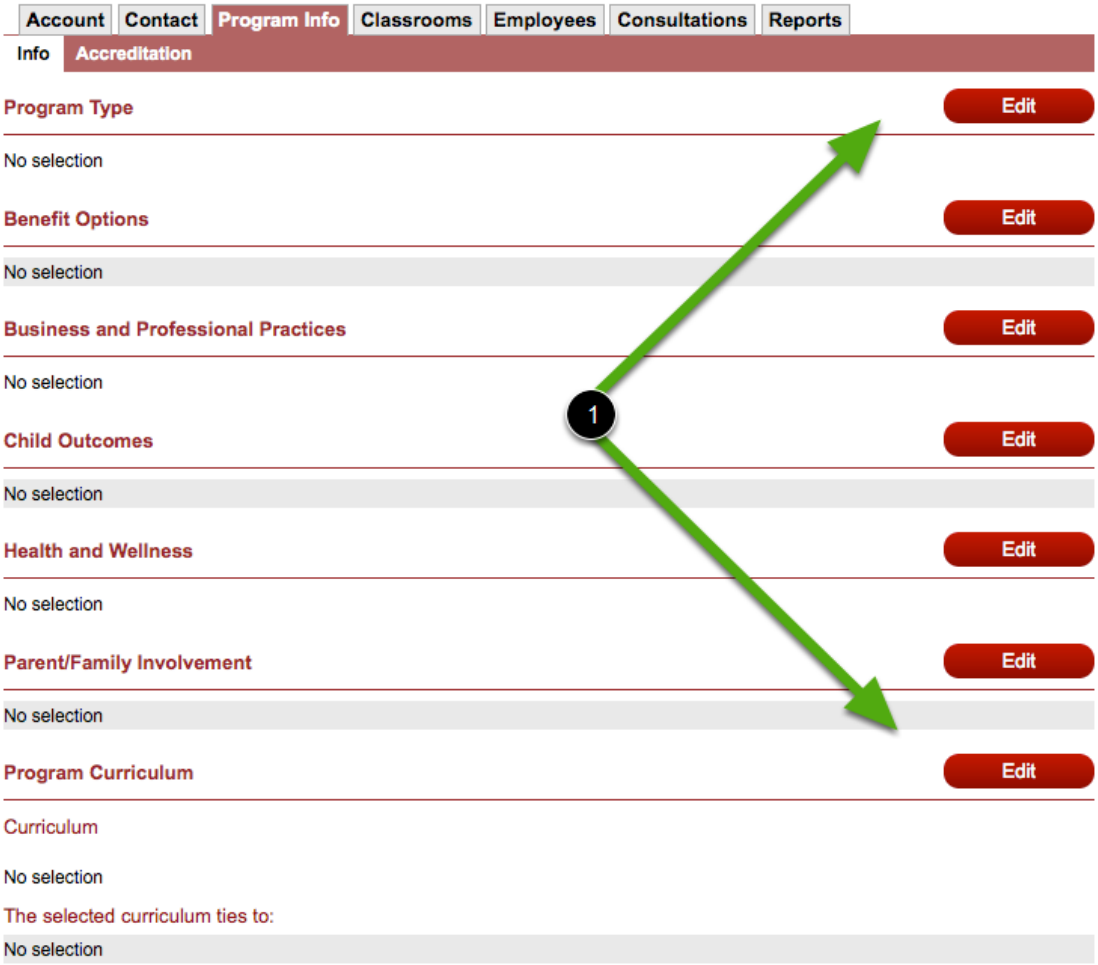
1. Check the box and click SUBMIT AGREEMENT to verify your account information each time you sign in.
2. To add a new DCF program number to your account, click ADD NEW and fill in the required information for approval. You will receive notification by email once the new program numbers have been added.

7. The CONTACT Tab



The Contact Tab contains contact information, communication preferences, and organizational details. Information on this tab can be edited and saved by clicking the UPDATE button on the bottom of the page after changes have been made.

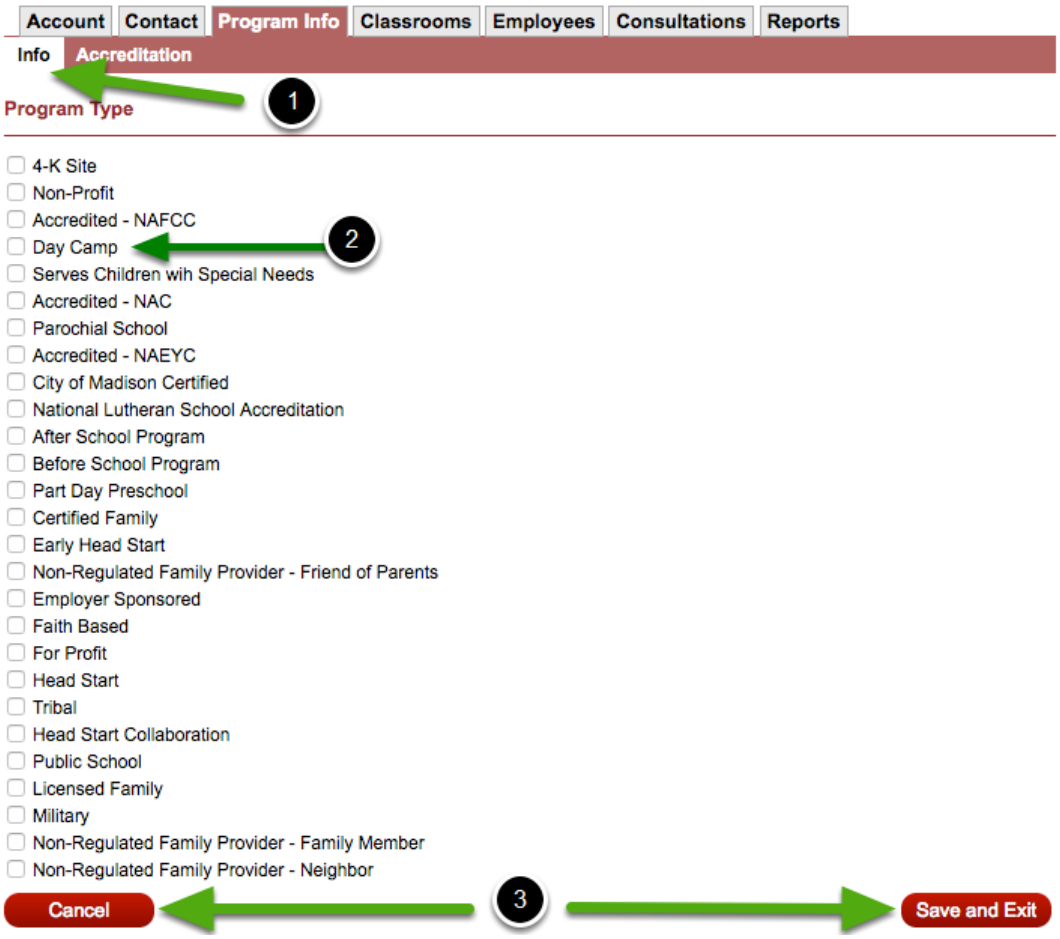
8. The PROGRAM INFO Tab - Info Subtab



There are seven categories on the Program Info Tab.

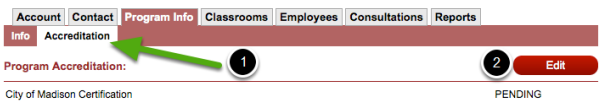
1. Click EDIT for all categories you wish to complete.

9. The PROGRAM INFO Tab - Info Subtab



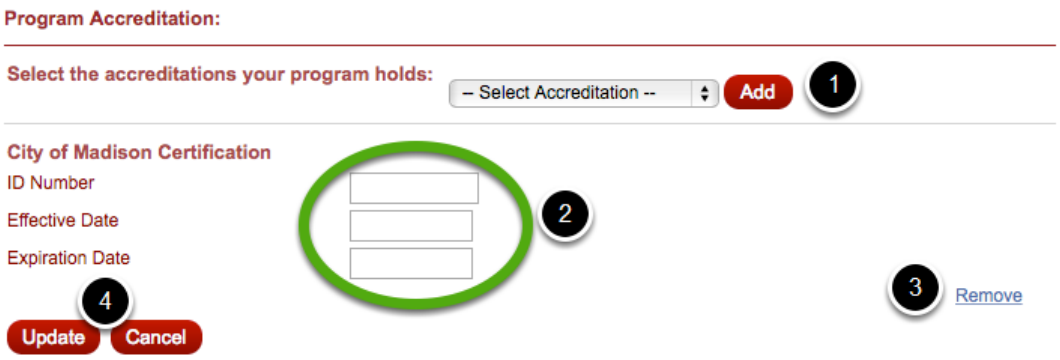
1. Click the INFO Subtab.
2. Check the description(s) that apply to your program. Don't forget to check DAY CAMP.
3. Click SAVE and EXIT to save any changes and return to the complete list of categories OR click CANCEL to abandon any changes and return to the complete list of categories. Continue these steps for each of the seven categories on the Program Info Tab.

10. The PROGRAM INFO Tab - Accreditation Subtab



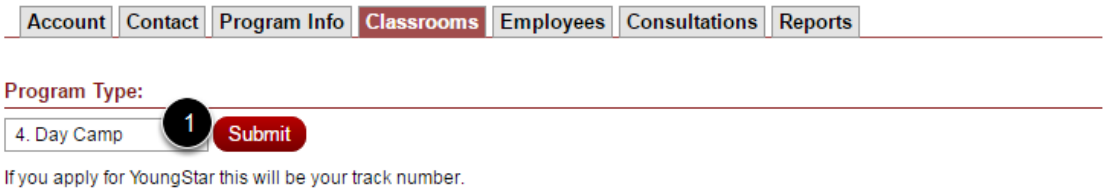
1. Click the ACCREDITATION Subtab to view any program accreditations you've indicated.
2. Click EDIT to make any changes.

11. The PROGRAM INFO Tab - Accreditation Subtab



1. Click ADD to add additional program accreditations.
2. Fill in or edit information on existing accreditations.
3. Click REMOVE to remove any accreditations.
4. Click UPDATE to save any changes and return to the Accreditation Subtab OR click CANCEL to abandon any changes and return to the Accreditation Subtab.

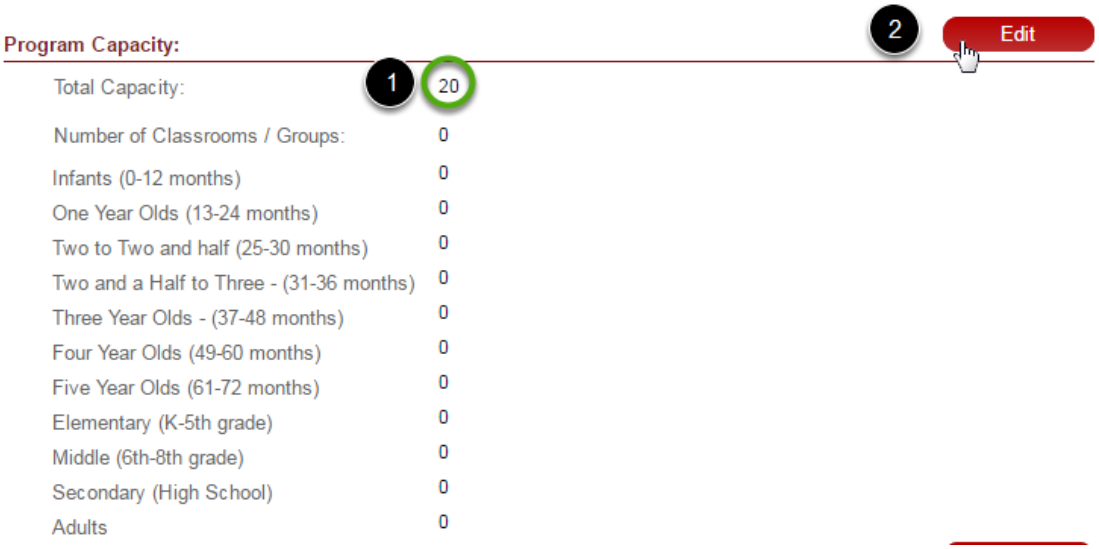
12. The CLASSROOMS Tab



This is the Classrooms Tab.

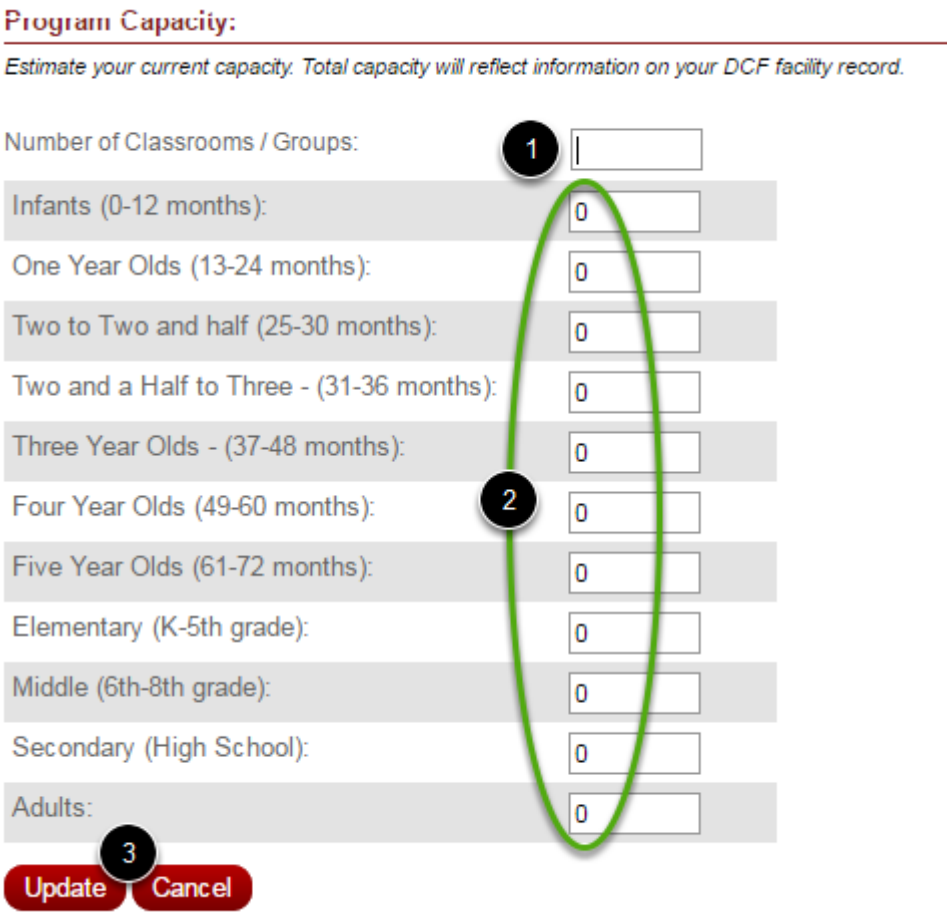
1. Select DAY CAMP from the drop down menu. Click SUBMIT.

13. The CLASSROOMS Tab: Program Capacity



1. The Total Capacity listed is supplied using data from DCF.
2. Click EDIT to enter the number of children you serve in each age group.

14. The CLASSROOMS Tab: Program Capacity

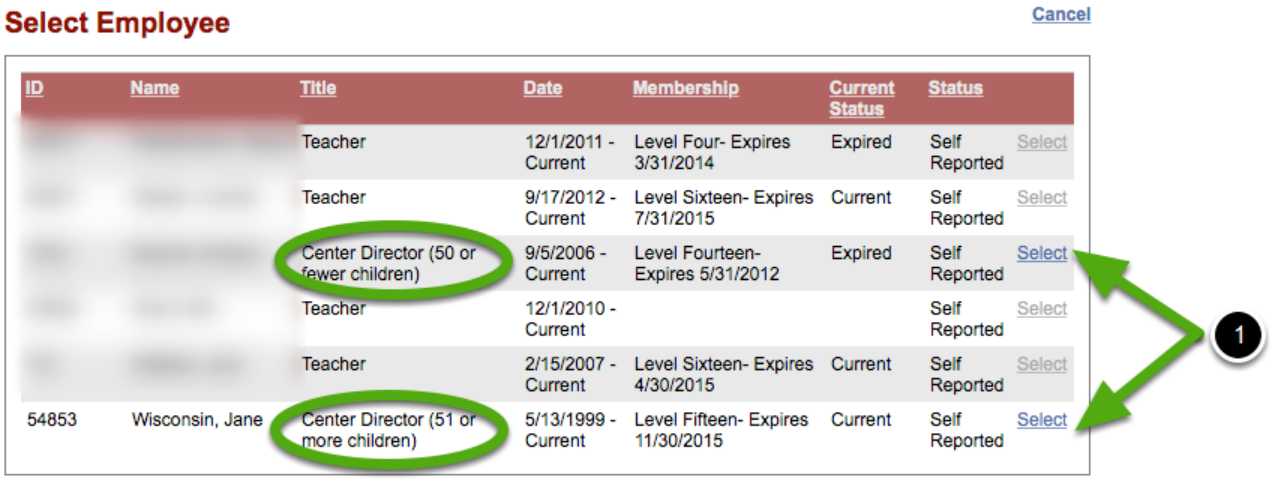


1. For a Day Camp, Indicate the number of groups of children.
2. List the number of children you have room for in each age group.
3. Click UPDATE to save any changes and return to the Classrooms Tab OR click CANCEL to abandon any changes and return to the Classrooms Tab.

15a. The CLASSROOMS Tab: Primary Family Provider / Director of Record / Site Supervisor

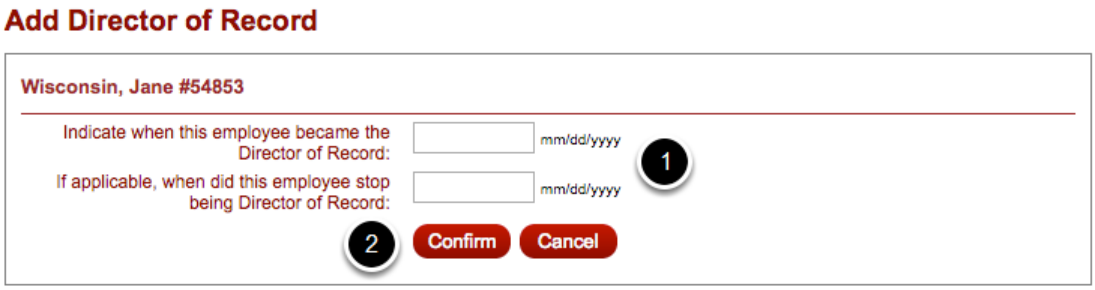
Click ADD DIRECTOR.

15b. The CLASSROOMS Tab: Primary Family Provider / Director of Record / Site Supervisor



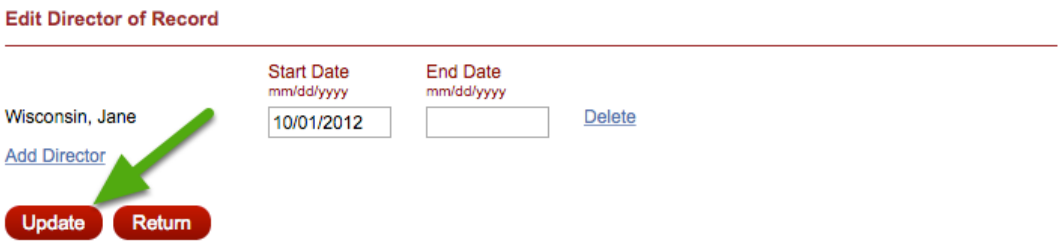
1. Click SELECT for the employee you wish to list as the Primary Family Provider / Director of Record / Site Supervisor.
* Please note that staff will only be eligible for selection if the employment record of their personal account lists them in the applicable role of Family Child Care Provider or Director AND they have received a Registry Level since 1/1/2009.
* Staff members serving in dual roles (for example Teacher and Director) should have a separate employment record for each position on their personal account.

15c. The CLASSROOMS Tab: Primary Family Provider / Director of Record / Site Supervisor



1. Fill in the applicable dates.
2. Click CONFIRM to save the information.

15d. The CLASSROOMS Tab: Primary Family Provider / Director of Record / Site Supervisor

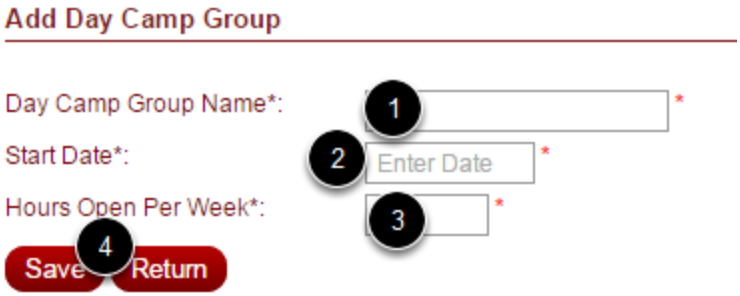


Click UPDATE to save any changes made and RETURN to return to the Classrooms Tab.

16a. The CLASSROOMS Tab: Add Day Camp Groups

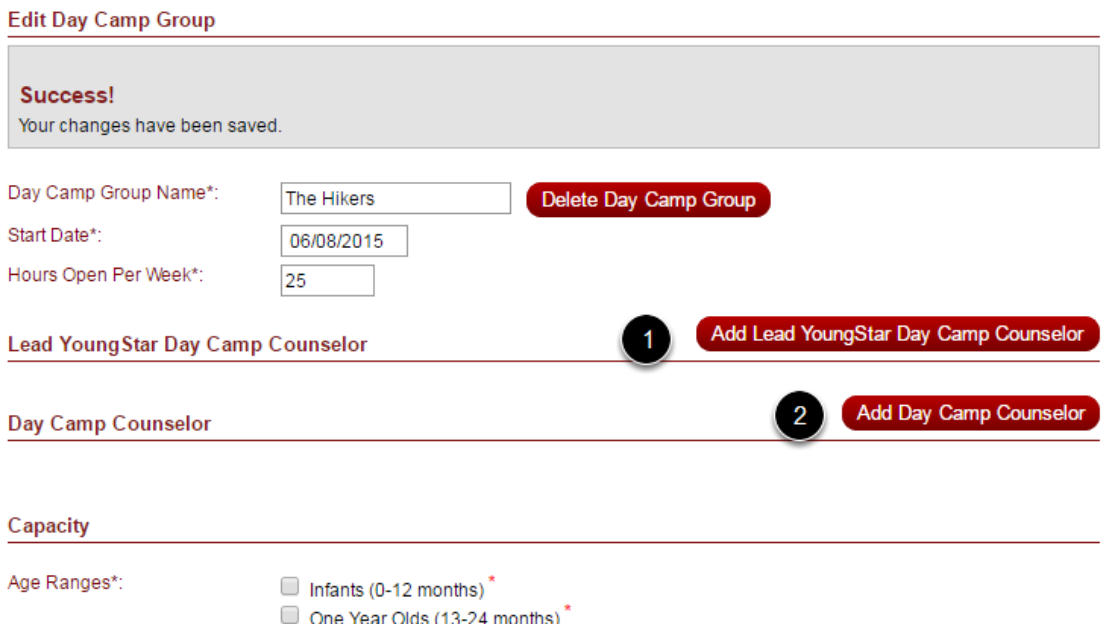
1. Click ADD DAY CAMP GROUP. **Repeat this process for EACH group of children.**

16b. The CLASSROOMS Tab: Add Day Camp Groups



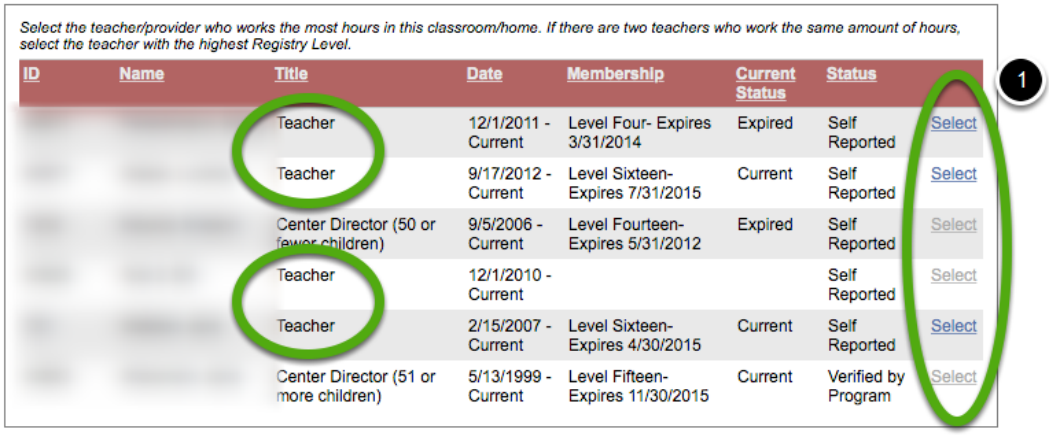
1. Name the group.
2. Indicate the start date.
3. Indicate the number of hours per week for the group.
4. Click SAVE.

16c. The CLASSROOMS Tab: Add Day Camp Groups



1. If your program is participating in YoungStar, click ADD LEAD YOUNGSTAR DAY CAMP COUNSELOR.
2. If your program is not participating in YOUNGSTAR, click ADD DAY CAMP COUNSELOR.

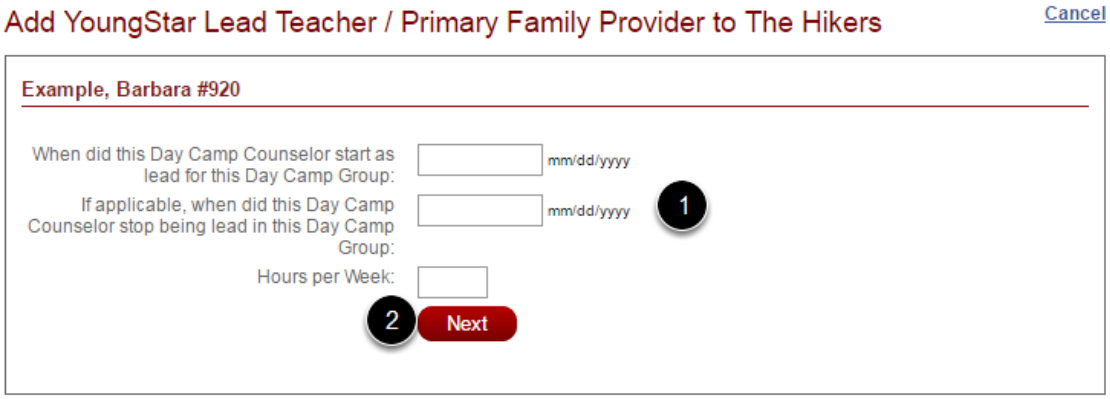
16d. The CLASSROOMS Tab: Classrooms



1. For Lead Day Camp Counselor, you may choose staff that have the position title of Teacher or Lead Day Camp Counselor. *If there are two employees who work the same amount of hours, select the individual with the highest Registry Level.*

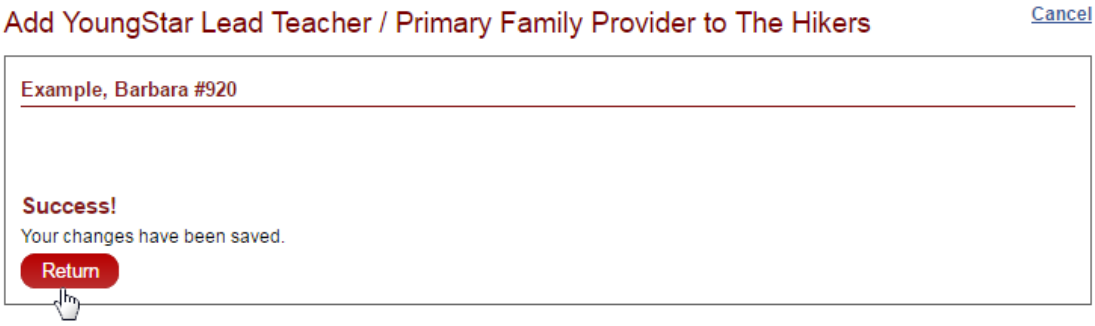
* Please note that staff will only be eligible for selection if the employment record of their personal account lists them in the applicable position AND they have received a Registry Level since 1/1/2009.
* Staff members serving in dual roles (for example Teacher and Director) should have a separate employment record for each position on their personal account.

16e. The CLASSROOMS Tab: Add Day Camp Groups



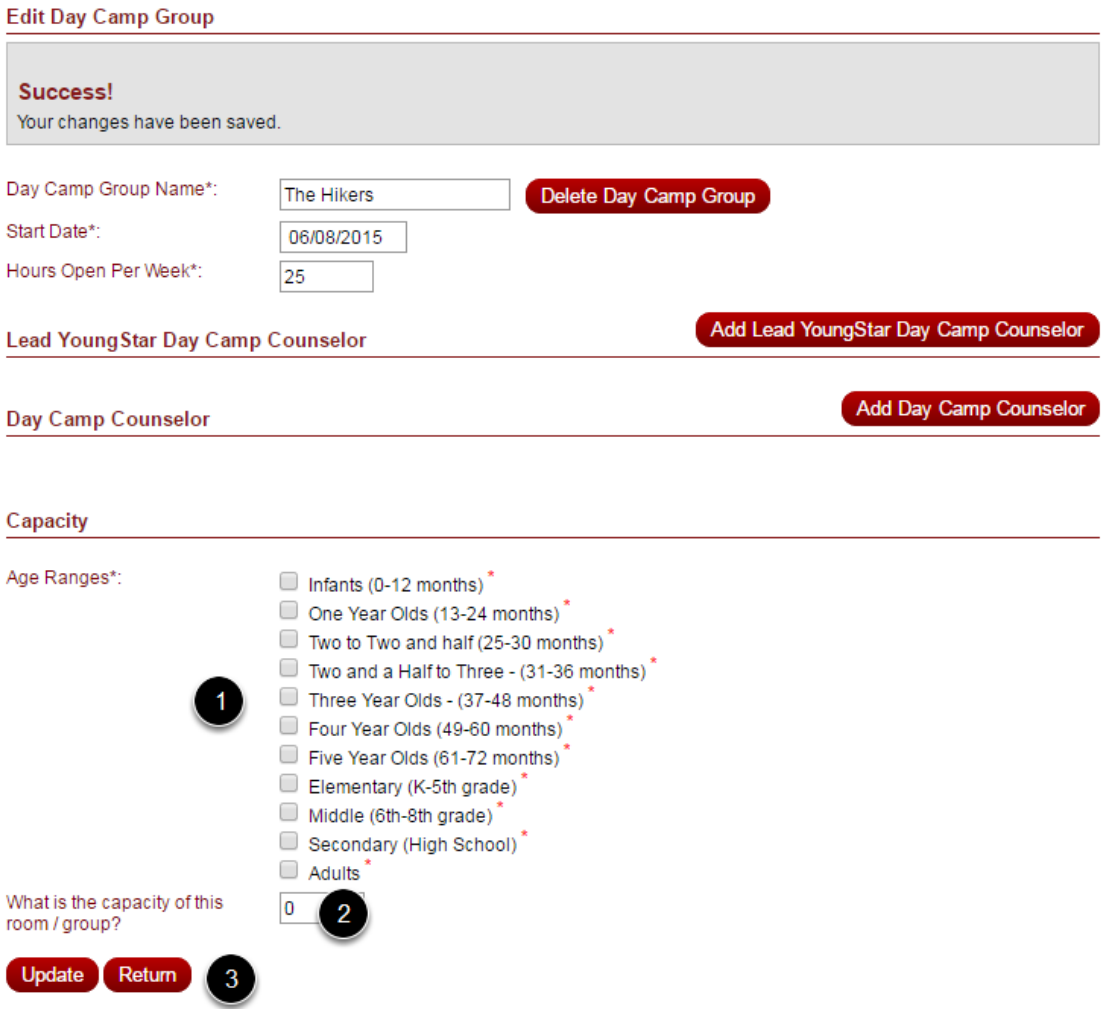
1. Enter the applicable dates and hours worked for the staff member.
2. Click NEXT.

16f. The CLASSROOMS Tab: Add Day Camp Groups



This page will confirm that the staff member has been assigned to the room. Click RETURN.

16g. The CLASSROOMS Tab: Add Day Camp Groups



1. Check the boxes for each age range in your Day Camp Group.
2. Enter the capacity for this group.

Note: The maximum number of children in a group for licensed day camps may not exceed the number specified in licensing rules for day camps (DCF 252). Group capacity is based on the number of children specified in the ratios.

3. Click UPDATE.

17. The EMPLOYEE Tab - List/View

Registered Employees:

The following list of employees has been gathered by The Registry through individual application data entry. Use the "Update" link to modify employment records. Please Contact Us if you have questions or concerns regarding this list.

View Employees: Current Employees 1

ID	Name	Title	Date	Membership	Current Status	Status	
		Teacher	12/1/2011 - Current	Level Four- Expires 3/31/2014	Expired	Self Reported	Update
		Teacher	9/17/2012 - Current	Level Sixteen- Expires 7/31/2015	Current	Verified by Program	Update
		Center Director (50 or fewer children)	9/5/2006 - Current	Level Fourteen- Expires 5/31/2012	Expired	Self Reported	Update
		Teacher	12/1/2010 - Current			Self Reported	Update
		Teacher	2/15/2007 - Current	Level Sixteen- Expires 4/30/2015	Current	Self Reported	Update
54853	Wisconsin, Jane	Center Director (51 or more children)	5/13/1999 - Current	Level Fifteen- Expires 11/30/2015	Current	Verified by Program	Update

The Employee Tab displays all employees who have indicated they currently or previously work(ed) at your program.
* Note: if an employee is missing from the list, direct them to add your program to the employment record on their individual account. Employment records cannot be added through the Program Profile.

1. In the VIEW EMPLOYEES drop down menu click either CURRENT EMPLOYEES or PAST EMPLOYEES depending on which list you'd like to view.
* Note: employees will automatically move from the CURRENT list to the PAST list once an end date had been entered in the employment record on their individual account.

18. The EMPLOYEE Tab - Status/Update

Registered Employees:

The following list of employees has been gathered by The Registry through individual application data entry. Use the "Update" link to modify employment records. Please Contact Us if you have questions or concerns regarding this list.

View Employees: Current Employees

ID	Name	Title	Date	Membership	Current Status	Status	
		Teacher	12/1/2011 - Current	Level Four- Expires 3/31/2014	Expired	Self Reported	Update
		Teacher	9/17/2012 - Current	Level Sixteen- Expires 7/31/2015	Current	Verified by Program	Update
		Center Director (50 or fewer children)	9/5/2006 - Current	Level Fourteen- Expires 5/31/2012	Expired	Self Reported	Update
		Teacher	12/1/2010 - Current			Self Reported	Update
		Teacher	2/15/2007 - Current	Level Sixteen- Expires 4/30/2015	Current	Self Reported	Update
54853	Wisconsin, Jane	Center Director (51 or more children)	5/13/1999 - Current	Level Fifteen- Expires 11/30/2015	Current	Verified by Program	Update

1

You will be notified each time a person adds your program to the employment record on their individual account.

The employee's status will be listed as self reported until it is verified or denied by the program.

1. Click UPDATE next to the employee you wish to review.

Review of both current and past employee lists follow the same steps.

19. The EMPLOYEE Tab - Status/Update

Update Employment Record

Employee:

Title: Teacher

Start Date: 1 2/15/2007

This individual is currently employed 2

This individual is no longer employed

End Date: 3

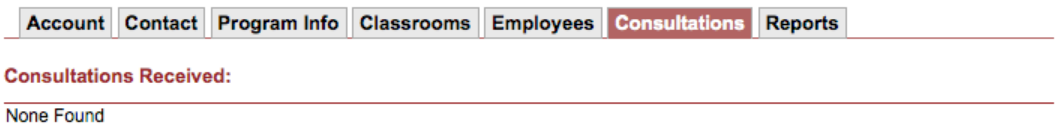
Status: 4 -- Make a selection --

1. Review and make any necessary changes to the start date listed.
2. Check the box that describes the individual's employment status.
3. If the individual is no longer employed, enter the appropriate end date.

4. Select the appropriate status from the drop down menu
Choose VERIFIED BY PROGRAM to verify that the record is correct.
Choose REVIEWED/NOT VERIFIED if you are unsure to neither confirm nor deny the record.
Choose DENIED to deny the record. **Before you deny a record, please consider that the individual may have worked a) prior to your employment at the program, b) as a student/practicum teacher or c) under a previous/maiden name.**

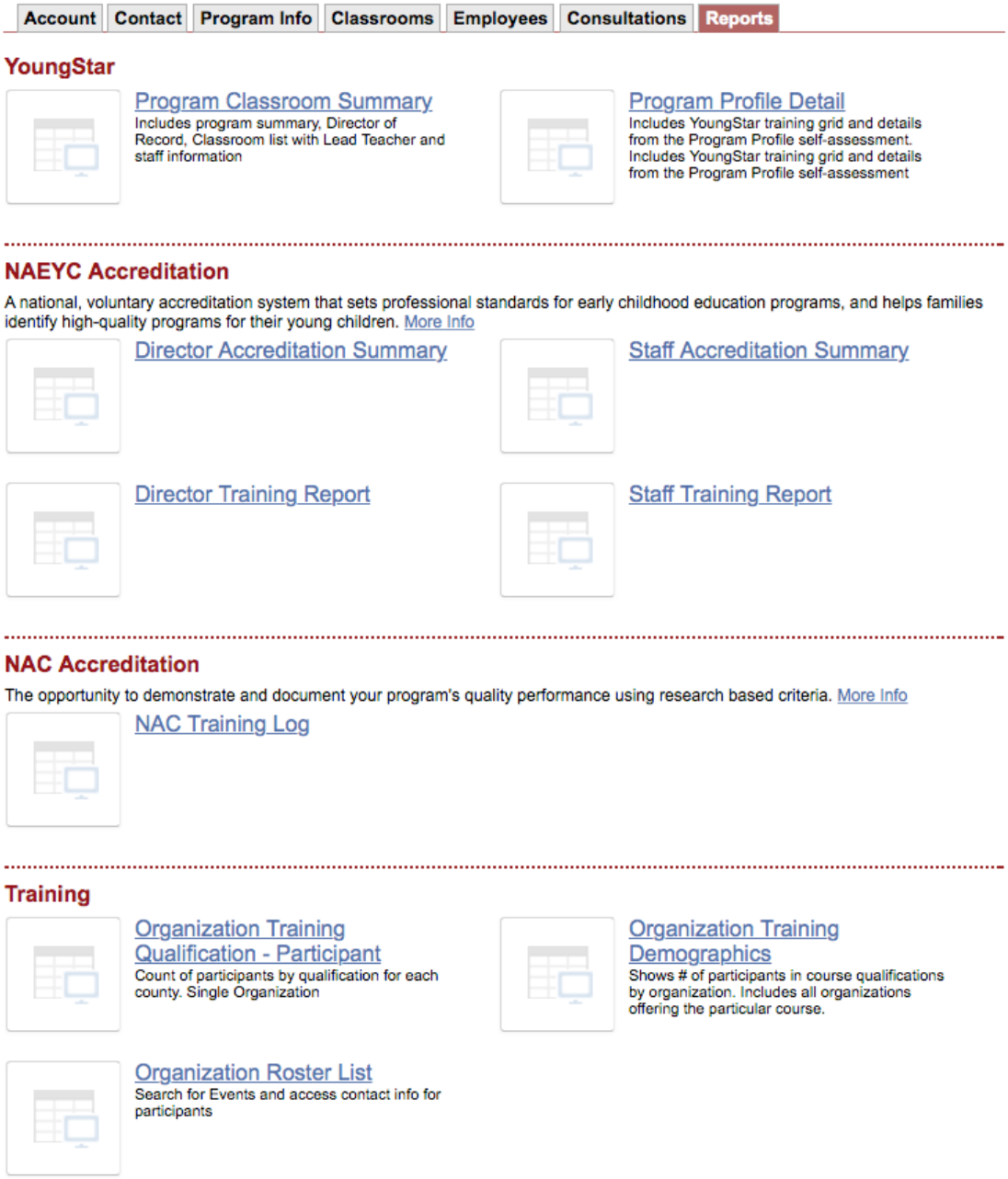
Click SUBMIT to save the changes or CANCEL to abandon the changes and return to the Employee Tab.

20. The CONSULTATIONS Tab



Records from any consultations your program has received will display on this tab.

21. The REPORTS Tab



The Reports Tab provides a variety of free reports based on your program specifics.