



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SACC REGISTRATION CHECKLIST

## STEP ONE:

### Pre-Register Online\*

To begin the registration process, please visit our website:

<https://family-ymca.org/child-care/sacc/>

Pre-registration does NOT guarantee your child's spot in the program. You must complete the other steps in order to secure your child's spot.

## STEP TWO:

### Complete your child's Playerspace (electronic file)

Within 1 business day of pre-registering, you will receive an email inviting you to complete your child's PLAYERSPACE. This step MUST be completed in order to secure your child's spot in the program. Parents/Guardians have up to 5 days to have Playerspace completed and approved.

You will need the following documents to complete Playerspace:

- School Physical Form
- Immunization Record
- Birth Certificate

## STEP THREE:

### Payment Information

Please log into your Daxko account:

[https://operations.daxko.com/online/5011/Security/login.mvc/find\\_account](https://operations.daxko.com/online/5011/Security/login.mvc/find_account) to ensure that payment information is provided. If unable to log in, please contact Clarissa Jordan at [Cjordan@family-ymca.org](mailto:Cjordan@family-ymca.org) to have an Authorization to Draft form sent to you.

Payments will be set to electronic draft 10 days in advance, on Fridays or on the first of each month. All returned payments will incur a \$20 returned payment fee. Returned payments not paid by 1 pm that day will incur an additional \$10 late payment fee. There are no FREE Days. Full tuition will be charged for partial weeks.