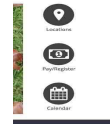


How to register for the school year if you are NEW to Vail Community Programs.

New Family Registration for the school year:

Please go to www.vailkids.org and click on the “Register/Pay” button on the right.



Please click the “Register” button below the “**New Families**” title.

PLEASE REMEMBER, REGISTRATION IS NON-REFUNDABLE, DO NOT REGISTER IF YOU HAVE NOT SPOKEN TO THE SITE DIRECTOR FOR YOUR SITE.

REGISTRATION DOES NOT GUARANTEE YOU A SPOT IN THE PROGRAM, IF THERE IS NO ROOM, YOU MAY BE WAITLISTED.

Step one

Click on the category of the classroom that your child will be enrolling into. (The current school year, or the following school year.)

Step Two

Click on the “**Enroll**” button for the site that your child will be attending. If a registration has an unlock code, this code will be provided by the site, and must be entered before clicking on the “**Enroll**” button.

Step Three

Select the child that will be enrolled in the classroom under “**Select Child**” on the pop up menu. Answer any and all necessary questions, and click add to cart.

Step Four

After clicking the **add to cart button**, the **Enrollment(s)** screen will be displayed.

To remove a child's schedule, click on the **delete icon** for the child, *indicated by the red x*.

To add or find another enrollment for your child, or to enroll another child, click on the “**Add More Programs**” button, and repeat the registration process.

To checkout and confirm the enrollment, click on the “**Checkout**” button, read all of the billing information, and process through the shopping cart. **The registration is not final without payment.**

Once the site director has approved the account, you will receive an email notification, and you will be able to log back into the account by selecting the existing account button or visiting the [Parent Portal Link](#).