



**YMCA SCHOOL AGE SERVICES  
AFTERSCHOOL CHANGE FORM**

Program Change or Re-enrollment

Effective Date of Change: \_\_\_\_\_ Member#: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Child(ren)s Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Afterschool Location/Grade: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return completed form to: [sasbservices@ymcadallas.org](mailto:sasbservices@ymcadallas.org)

**Program Change or Re-Enrollment**

**How to Add Additional Pick-up/Emergency Contacts**

**Current Registration (Change from) or Re-Enrollment:**

**Re-enrollment Start date:** \_\_\_\_\_

Afterschool Location: \_\_\_\_\_

Circle One: Full Time Part Time\* Punchcard\*

Attendance Days: M T W TH F

**New Registration (Change to):**

**Start date:** \_\_\_\_\_

Afterschool Location: \_\_\_\_\_

Circle One: Full Time Part Time\* Punchcard\*

Attendance Days: M T W TH F

\*Available in select areas only, (An Agreement must be completed for Punchcard)

1. Visit: [www.ymcadallas.org/afterschool](http://www.ymcadallas.org/afterschool)
2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, look under the "Account Services" header in the left menu options. Click on the "Manage My Family"
4. Under "Select Family Member to Manage" click on the box for your child
5. From the "Select and Action" drop down choose: "View/Edit Emergency Contact"; you will then be taken to the page where you can add the information for your additional Emergency Contact. Please make sure you have the driver's license number and mark "YES" for "Can Pick Up"
6. Lastly, when you are complete, please email us at [sasbservices@ymcadallas.org](mailto:sasbservices@ymcadallas.org) to let us know you have added the additional Emergency Contact so we can provide the details to the camp.

**How to Update Your Card Online**

**How to Submit a Cancellation**

1. Visit: [www.ymcadallas.org/afterschool](http://www.ymcadallas.org/afterschool)
2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, look under the "Purchases & Payments" header in the left menu options. Click on "Manage Payment Accounts"
4. Lastly, email [sasbservices@ymcadallas.org](mailto:sasbservices@ymcadallas.org) with the last 4 digits of your card, so we can verify the correct card is attached

1. Visit: [www.ymcadallas.org/afterschool](http://www.ymcadallas.org/afterschool)
2. Click on the "+" symbol next to After School Care Forms & Resources
  - a. Click Cancel Afterschool Care
  - b. Complete the required fields
  - c. Click the blue "Submit" button
 Once we process your cancellation, we will send you a confirmation email.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Received By:	Processed By:	Processed Date:	Order#:	Confirmation sent to Parent?
				YES NO Date:

FA  Manual  Online  Punchcard