**Program Change or Re-Enrollment**

**Program Change (switch from PT to FT or Punchcard to FT or FT to Punchcard):** email Business Services: [sasbservices@ymcadallas.org](mailto:sasbservices@ymcadallas.org) with your request. Business Services will send you a confirmation email within 4 business days.

**Re-enrollment:**

1. Click on the “+” symbol next to YMCA Forms & Resources
   a. Click Afterschool Re-Enrollment Request
   b. Complete the required fields
   c. Click the blue “Submit” button

Once we process your request, we will send you a confirmation email. Please remember your child must have previously been enrolled into the current school year for this option.

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

1. Visit: [www.ymcadallas.org/schoolage](http://www.ymcadallas.org/schoolage)

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.

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**How to Update Your Card Online**

2. Visit: [www.ymcadallas.org/afterschool](http://www.ymcadallas.org/afterschool)

3. Click on the “+” symbol next to YMCA Forms & Resources
   a. Click Cancel Afterschool/YMCA Learning Academy OR Afterschool/YMCA Learning Academy Hold Request
   b. Complete the required fields
   c. Click the blue “Submit” button

Once we process your request, we will send you a confirmation email.

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**Business Services Team**

**Chrissy Kidd 469-276-8396** [Afterschool: Anna ISD, Catholic Schools, Community ISD, Dallas ISD, Dallas Private, Frisco ISD, Sulphur Springs ISD, Uplift Education] **Y Learning Academy:** Moody, Plano, Uplift Education

**Marty Jackson 469-276-8425** [Afterschool: Coppell ISD, Irving ISD, Midlothian ISD, Waxahachie ISD] **Y Learning Academy:** Coppell, Frisco, McKinney

**Becky Perez 469-348-9622** [Customer Support, Financial Assistance]

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