



**YMCA CHILDCARE**  
**SUMMER DAY CAMP "HOW TO" FORM**

**How to Update Your Card Online**

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

**How to log in to the KidKiosk Parent Portal**

1. Visit: [www.kidkiosk.com](http://www.kidkiosk.com)
2. Select the "Parent Tab" to log in
3. Enter your username by putting your email address on file
4. Enter your password by putting your 4-digit PIN number

**NOTE:** Only the primary parent/guardian is authorized to log into KidKiosk Parent Portal

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

1. Visit: [www.ymcadallas.org/summer](http://www.ymcadallas.org/summer)
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 [childcaresupport@ymcadallas.org](mailto:childcaresupport@ymcadallas.org) to let us know you have added the additional Emergency Contact so we can provide the details to the camp.

**How to Register/Add Additional Weeks**

1. Visit [www.ymcadallas.org/summer](http://www.ymcadallas.org/summer)  
**From a Cell Phone:**
  - a. In the upper left corner, click on the ☰ symbol
  - b. Click Day Camp
  - c. Click Sign Up For Summer Day Camp**From a Computer:**
  - a. In the blue header, click on Day Camp
  - b. Click Sign Up For Summer Day Camp
2. Sign In, Activate, or Create your account
  - a. Select your participant
  - b. Click on blue "Next" button
  - c. Select your City, Location, Grade in Fall 2021, do not change dates that are listed
  - d. Click on blue "Search Programs" button

Deadline to register for additional weeks online is the Sunday prior to a Monday start. Space is not guaranteed.

**How to Submit a Cancellation**

1. Visit: [www.ymcadallas.org/summer](http://www.ymcadallas.org/summer)  
**From a Cell Phone:**
  - a. In the upper left corner, click on the ☰ symbol
  - b. Click Parent Forms & Resources
  - c. Click Day Camp Forms & Resources**From a Computer:**
  - a. In the blue header, click Parent Forms & Resources
  - b. Under Day Camp Forms & Resources click Cancellation
2. Complete the required fields
3. Click the blue "Submit" button

If you are cancelling multiple weeks, you only need to submit one cancellation. Please list dates in "Session Cancel Date(s)" field.

Once we process your cancellation, we will send you a confirmation email. To avoid being charged the \$30 cancellation fee, a two weeks' notice to cancel must be received.

**If you have any questions, please feel free to email us at: [childcaresupport@ymcadallas.org](mailto:childcaresupport@ymcadallas.org).**

**Customer Support Team Contacts**

Marty 469-276-8425 (Camps: Broken Arrow, Buffalo Creek, Doodlebug, KannaWanna, Kookaburra, Ohana, Pee Wee, Tatanka, Wickiup, Yipiyuk)

Chrissy Kidd 469-276-8396 (Camps: Caddo, Chippewa, Coyote, Dakotah, Estrella, Oso, Sa-Que-Sippi, Urban Adventure)

Becky 469-348-9622