

## SACC Registration Instructions 2021-2022 SY

*Review carefully prior to beginning registration*

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1. You will need the following information to complete the registration process:
  - a. Three emergency contacts and their contact information.
  - b. Doctor/Dentist/Specialist names and phone numbers.
  - c. Payment for Registration Fee (Visa, MasterCard, and Discover, Credit or Debit cards accepted).
2. Plan to spend approximately 15 minutes completing the application. **You will not be able to save a partially completed application, and the system will time you out if inactive for 5 minutes, and you will have to begin the process again.**
3. Be sure to **add all children you are enrolling in ONE application.** After entering information for your first child, you will click on "Add Child" at the bottom of the screen to add another child. After all children are entered, click on Submit.
4. Visit our website at <https://www.scsdoh.org/Page/2038> and click on **SACC Registration Form** to access the online registration form. Registration is complete when all the required information is submitted and the registration fee is paid. Once the registration is submitted, you will receive an email confirmation. ***Program space is limited and registrations will be confirmed by the SACC office based on program availability.***

Families who need to access a computer to complete the registration, or who would like assistance with completing a registration may contact the SACC Office at (937) 505-2818 for assistance.

**Thank you again for selecting our 3-Star Step Up to Quality Rated SACC Program. We look forward to a fantastic year!**