

How to Submit an A+ Registration Online

Please view Parent handbook before starting your registration [SY 2023-2024 A+ Parent Handbook](#)

We STRONGLY recommend you fill out the registration on a computer. The registration is 11 pages long. Please allot at least 30 minutes to complete the registration. If the page is closed while registering, you will have to start over.

Mobile users: We do not recommend using the pdffiller app to fill out the registration. We suggest you use your phone browser to fill out the registration (Google Chrome or Safari).

Preparing for the registration:

Documents you may need to submit, please prepare it beforehand.

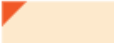
If any of these are applicable to you, please submit your documents to our secure site at the end of the registration.

- **Applying for Subsidized Monthly Fee**
 - Current paycheck stubs (**for one consecutive month**)
 - Letter from employer on official letterhead stating gross wages paid and how often they are paid
 - Last year's tax return (gross income) with copy of W-2
- **Self-Employed/Independent Contractors Parents**
 - You are considered self-employed/Independent contractors if you do not receive a W-2 at the end of the calendar year from your employer, or you receive a 1099 form from the company you work with.
 - Please provide a copy of your GE Tax License and one of the following: A) income tax return for the past year, including Schedule C form, or B) a voided business check.
- **Parents who are attending school**
 - Please provide a schedule of courses for the semester with the name of the student and school name printed on the schedule including day/time of classes
- **If you have sole custody of your child(ren) and the other biological parent is not authorized to pick up:**
 - Please provide legal documents stating that you have full physical custody of your child(ren).
 - Custody documents are required annually
- **Foster parents**
 - DHS 1591 (Official foster child certificate) AND a copy of the letter sent by their licensing worker with child's name listed
 - DHS 1591 (Official foster child certificate) AND DHS Form 1508 (agreement between DHS and Foster Parent)
 - DHS Form 1607 notification to the DOE of a child in foster care

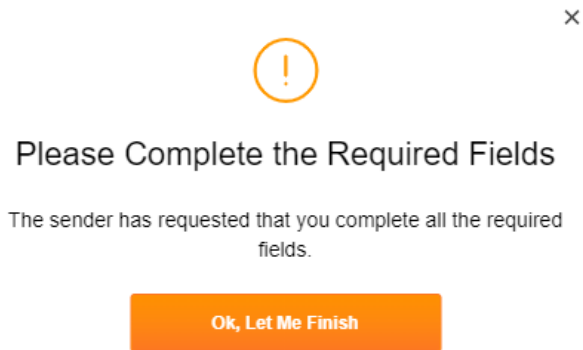
If your child has a disability or special needs (**IEP, 504, or an aide at school during school hours**), the district will provide reasonable modification as is necessary to afford your child an opportunity to participate.

- If you select Yes for IEP for your child in the registration, you will receive an email with the accommodation form and further instructions on how to submit your request.

During the registration:

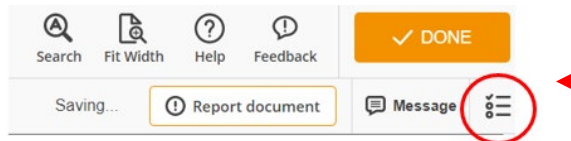
All fields that have a red triangle are required fields that must be filled out to complete the registration. 

You will receive this message if you have not filled out a required field

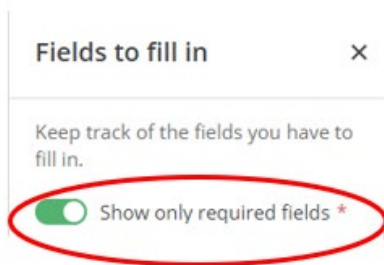


To find out what required fields are missing

Click on this button on the top right:



Turn on "Show only required fields":



Look through the list to see which fields have not been filled. Select the field to navigate directly.

Once you have filled out all required fields, press done to submit your registration.

You can download your registration after you submit. We recommend you keep a copy for your records.

After submitting the registration:

You will receive an auto email response when you have completed the registration.

You may receive a secondary reminder email if additional documents are required.

Parents will be required to submit additional documents if they are:

- Applying for subsidy
- Self-employed
- Attending school during A+ operating hours
- Have sole custody of child
- Foster parents
- DHS-728 first to work

If additional information is required, our staff will be reaching out to you via email. Please check your email frequently for any correspondence requiring action.

When you are ready to start your registration click on this link:

<https://bit.ly/3UAXAOa>

Frequently Asked Questions (FAQs)

- **What is the best way to submit the A+ Registration?**
 - The quickest way to turn in your completed registration is via our secure [online registration](https://bit.ly/3UAXAOa) <https://bit.ly/3UAXAOa>
 - Registrations received via mail or in person may experience delays in processing.
- **How can I submit confidential or personal documents?**
 - The Y has a [Secured Site](http://bit.ly/3n08WJK) for uploading any confidential supporting documents. It is a quick and easy process. <http://bit.ly/3n08WJK>
- **How will I know if my child or children are registered?**
 - Registrations in the order that we receive them. Once we have completed processing your child(ren)'s registration you will receive a separate email notification on the status of your child(ren)'s enrollment.
 - Please be sure you list a valid and regularly monitored email address on your child's registration to receive this communication.
- **How can I avoid paying late fees?**
 - Auto EFT Draft: For your convenience, the Y provides a FREE Auto pay service. It is the best way to avoid late payment fees! You can pay by credit card or by savings or checking account. Form is included in the registration packet or can be accessed here: <https://bit.ly/3D1dRyM>
- **Do I need to fill out an A+ Request for Accommodation Form?**
 - If your child has a disability or special needs, the district will provide reasonable modifications as is necessary to afford your child an opportunity to participate. If your child has an IEP, 504 or an aide at school during school hours, you will need to fill out the [accommodation form](https://bit.ly/42jLFTE). <https://bit.ly/42jLFTE>
- **How do I know if I am an Independent Contractor and why is that considered self-employed?**
 - If you do NOT receive a W-2 at the end of the calendar year from your employer.
 - You receive a 1099 form from the company you work with.
 - Similar to self-employed parents, Independent contractors can usually make their own schedules and need to verify their working status.
 - Please submit a copy of your GE tax license and a copy of either 1) income tax return including your Schedule C or 2) printed business checking account.
- **Can I access my Y account online?**
 - Yes! You can [access your Y account](https://bit.ly/3h6sR77). All you need is the email address that we have on file for your family and your password. <https://bit.ly/3h6sR77>
 - If you don't remember your password, use the [Forgot your password](#) link to reset.
- **What can I do on my online Y account?**
 - You can change personal information, make Online Payments, access Online Receipts and annual Tax Receipts, and view transactions including your family's A+ enrollment status.
- **If I have any questions or concerns, who can I contact?**
 - The Y has a convenient **Youth Service Center** to assist your general questions.
 - Phone #: (808) 678-4292
 - Hours of Operation: Monday to Friday 8 AM to 5 PM
 - The Y has a childcare email.
 - childcare@ymcahonolulu.org
- For your safety please do NOT email confidential or personal documents by email! Please use our [Secured Site](http://bit.ly/3n08W) <http://bit.ly/3n08W>