

## The Kids' Place **New Parent Registration**

- Visit [ircumc.com/the-kids-place](http://ircumc.com/the-kids-place)
- Scroll to Registration
- Click on the blue link for New Parent
- Follow online registration process
- TKP will contact you by phone and provide further instructions
- After we contact you, continue with existing parent re-reg. instructions below

## The Kids' Place **Existing Parents Re-Registration**

- Visit [ircumc.com/the-kids-place](http://ircumc.com/the-kids-place)
- Scroll to Registration
- Click on the blue link for Existing Parents
- Enter your email address
- Click Secure Login
- Enter your password
- Go to Alerts then Click View
- Click Begin Re-Registration
- Click on the child you would like to re-register
- Click Select Program (be sure to select correct program year)
  - You can select summer and fall at the same time if applicable
- Click Register
- Click Review Child Information
- On the Re-registration screen, you can update Relationships (people you authorize to pick up child)
- Complete this page and click continue
- Click No or Yes to register another child (if applicable)
- Click continue
- Verify your account information (personal information)
- Click Submit
- Click Submit
- **Click Print**
- **Sign and return this form to the program office**
- **Once you return form and pay registration fee, enrollment is complete**