



CHILDCARE SIGN UP NOTES

To ensure we stay within the maximum infant requirements per class, we require that children sign up according to age. For simplicity, we have created the following two childcare distinctions per class:

INFANT: younger than one year

TODDLER: any child(ren) older than one year

Steps to set up your child:

- 1) While signed into your account, go to [My Info | Profile](#).
- 2) Select **Add Family Member** and enter child's information. To simplify the process, we recommend that you combine children meeting the same age requirements into one account (i.e., First Name = "Cam & Ben") and enter the birthdate of the youngest sibling. However, if you have children in both the INFANT and the TODDLER groups, please set up unique accounts for each child.
- 3) Email marin@barmethod.com with your name and your child's name so that your accounts can be properly linked and paid childcare packages in your account may be shared with your child's new account.
- 4) You will be able to make reservations directly from your account once a child account is set up and appropriately linked to your paid childcare package. Unfortunately, due to limitations in the system, you will *not* be able to view or cancel your childcare reservations through your own account.
- 5) **To view or cancel your childcare reservations**, you must go into your child's account, which means that you will need to set up a username and password for the child's account. Please follow these steps to ensure that you do not create a duplicate account:
 - Log out of your account.
 - Click "Sign up!" on the top right under Email/Username.
 - Enter your child's first and last name under "New to our site?"
 - Select your child's name next to "This is me!"
 - Enter a username and password for your child's account

Once you are in your child's account, go to [My Schedule](#) to view or cancel reservations. Click the [Wait List](#) link on the top right of that page to view or cancel reservations on the Wait List.

Making childcare reservations:

- 1) Children 1 year and younger must reserve in INFANT.
- 2) Children older than 1 year should *first* try to reserve in TODDLER.
- 3) If TODDLER is full and there is room in INFANT, then older children may reserve in INFANT as a *second* resort.
- 4) If INFANT is also full, then older children should only reserve on the TODDLER Wait List (please do not reserve the same child on multiple Wait Lists).
- 5) Be sure to enter one reservation per child, even if they use the same account - each child must have his/her own reservation.
- 6) Reservations for class and childcare must be cancelled at least one hour before class.
- 7) The system will automatically update infants to toddler status on their first birthday. You will not need to make any changes unless you wish to add them to their sibling's existing toddler account.

Friendly childcare reminders:

- 1) Please do not bring food or drinks into the childcare room. We offer animal crackers so please let the childcare provider know if your child should not have them.
- 2) Bottles are okay for babies, but please understand that our childcare providers may not be available to feed on demand, as they are responsible for several children.
- 3) While our childcare providers all do their best to calm children, you may be called back into childcare to console your child. You may return to class within 5 minutes, but longer than that is not advisable, as you will no longer be sufficiently warmed up.
- 4) Please do not bring a sick child to the studio.

Please call the studio or email if you have any questions. We look forward to seeing you and your little one(s) at the studio!

Thank you!

Cindy & The Bar Method Team

marin@barmethod.com

415.461.4461