

Dear Families,

Our Afterschool Program registration is available through [MyClubHub](#). See the instructions below for registration.

### What can you do on MyClubHub?

- Updating your child's information like emergency contacts or medical needs every year will be easy and can be done from any phone or computer (preferably using a desktop).
- You'll be able to see or update your child's current information at any time.
- You can sign up more than one child for memberships or programs at a time.
- You can update credit card information under the "Stored Accounts" tab.
- Proceed to the following sections: Billing, Memberships, Camps/Programs, Attendance, Forms, Update Your Information, Stored Accounts and Login Home using the navigation bar.



**BOYS & GIRLS CLUB**  
OF NEW ROCHELLE

## PARENT PORTAL

**Interested in translating to another language?**

Using Google Chrome, right-click on this page and select "Translate to English." Then click on the three vertical dots, select "choose another language," select your language and click "done."

**¿Le interesa traducir el contenido a otro idioma?**

Desde Google Chrome, haga clic derecho en esta página y seleccione "Translate to English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."



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## Setting up your Parent Portal Account

1. Visit <https://bgcnewrochelle.my.site.com/V2/s/login-home>.
2. Select "Create Account" (as indicted on screenshot).
3. Enter your parent/guardian information first (**not your child's**).
4. Click "Submit".
5. An email will be sent to the email address entered. Follow the link in that email to set up your account password.
6. Return to the Parent Portal and login using your email and your new password.
7. Confirm that your children's information and any other information in your household is accurate.



Home Memberships Camps/Programs



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### NEW TO THE PORTAL?

Register your household account

**CREATE ACCOUNT**

Returning parents can LINK their old account using the button above. Use the same parent/guardian first name, last name and email address that your Club has on file, and your account will be linked.

If you are unsure of the information your Club has on file, or receive an error message, please contact the Club.

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### ALREADY HAVE AN ACCOUNT?

Login Below

Username (Email)
Password
<b>View My Account</b>

Forgot Password?

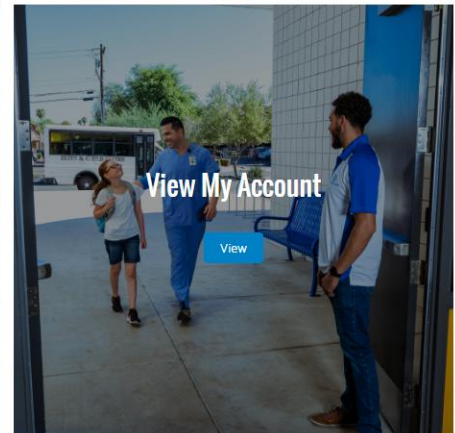
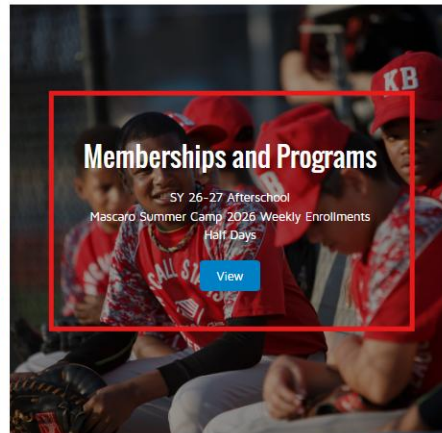
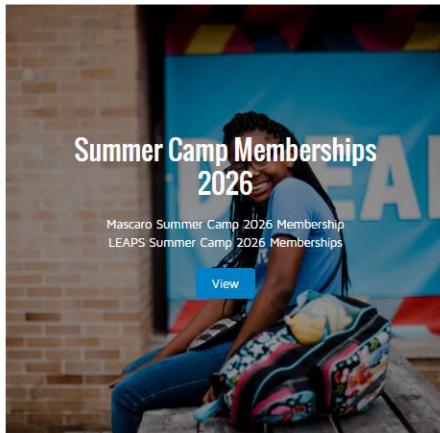


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## Enrolling in an Afterschool Program

Once you have verified your account, follow the following steps to sign-up for a designated Afterschool program.

1. On the landing page, click “Memberships and Programs”. Memberships and programs will be under this tile.

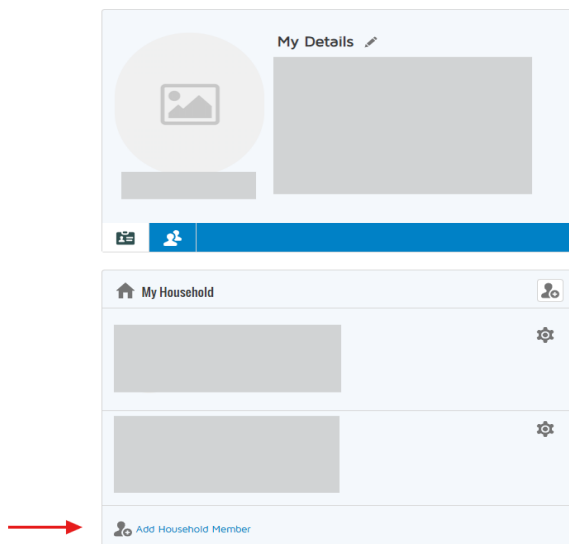


- a. If you are a new parent or adding a new child to your account, go to “View My Account” then click “Add Household Member”.



## HOUSEHOLD ACCOUNT DETAILS

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### Memberships

Below you will see your child(ren)’s memberships. If you need to sign up or renew a membership, click the blue “Browse Memberships” button below.

Register Online

Browse Memberships

### Program Registration

Below you will see your child(ren)’s program registrations. If you need to sign up your child for a program at the Club, click the blue “Browse Program Registrations” button below.

Register Online

Browse Camps & Program Registrations

Enrollments for

No Enrollment Data

### Forms Requiring Action

To view forms (including pending and completed), click “Upload Documents” at the top of this page.

Forms Requiring Action

Review the list below for forms requiring action

No Records Found



- b. Add the child's information that will attend our Afterschool program.
  - c. Return to the home page and click on "Memberships and Programs".
2. In the program page, click "Change" above the search tab and select the location where you want to enroll your child and click "Save Club". You can also leave it as "All Locations" if you want to see other program offerings in other school sites.



To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back Register Questions Contracts Summary Next

Current Location: Showing Data for All Locations (Change)

Keyword or Code

SEARCH

BROWSE FILTER

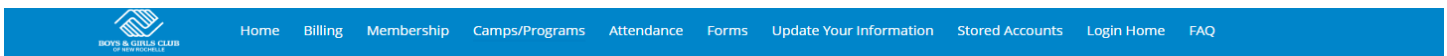
CATEGORIES

- School Year
- Summer

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
Select a Category to Browse Programs					

3. Click "School Year" under the Categories section on the left-hand side of the page. Then click "Options" then pick the membership you want to enroll in. Make sure you are enrolling in the correct grade and type of membership (full time vs part time) your child is in. It should be in the membership name.



To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back Register Questions Contracts Summary Next

Current Location: **Central School** (Change)

Keyword or Code

SEARCH

BROWSE 1 FILTER

CATEGORIES

- School Year**
- Summer

PROGRAMS

- School Year

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
School Year	Central	Central Memberships SY 26-27	Sep 01 '26	-	Member \$2,475.00 - \$3,575.00
You can enroll in up to 5 options for Central - Central Memberships SY 26-27					
CENTRAL AFTERSCHOOL FULL TIME FOR GRADES 1-5 SY 26-27	CENTRAL AFTERSCHOOL FULL TIME FOR KINDERGARTEN SY 26-27	CENTRAL AFTERSCHOOL PART TIME FOR GRADES 1-5 SY 26-27			
Sep 01 '26 - Jun 30 '27 3:00 PM - 6:00 PM 25 spots remaining Grade 1 to Grade 5 Location: Central School Member \$3,575.00	Sep 01 '26 - Jun 30 '27 3:00 PM - 6:00 PM 25 spots remaining Kindergarten Location: Central School Member \$3,575.00	Sep 01 '26 - Jun 30 '27 3:00 PM - 6:00 PM 25 spots remaining Grade 1 to Grade 5 Location: Central School Member \$2,475.00			
ENROLL	ENROLL	ENROLL			


4. Select the child you want to enroll then click “Save”.

Choose the Contact(s) to request a spot for

School Year - Central Memberships SY 26-27 - Central Afterschool Full Time for Grades 1-5 SY 26-27


0 / 3 CONTACTS SELECTED

**Select contacts** +




CB

Edit Select




KA

Edit Select




YE

Edit **Select**




Add Household Member

 Add Household Member
**Save**

5. You will be redirected back to the registration page. You may also add another membership to your cart. Once you're done, click “Next”.

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back
Register
Questions
Contracts
Summary
**Next**


\$100.00

Current Location: **Central School** (Change)

Keyword or Code

SEARCH

BROWSE 1
FILTER

**CATEGORIES** v

School Year

Summer

**PROGRAMS** v

School Year

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES	
▼ School Year	Central	Central Memberships SY 26-27	Sep 01 '26	-	Member \$2,475.00 - \$3,575.00	OPTIONS ↑
<span style="font-size: 1.2em;">i</span> You can enroll in up to 5 options for Central - Central Memberships SY 26-27						
<b>CENTRAL AFTERSCHOOL FULL TIME FOR GRADES 1-5 SY 26-27</b>		<b>CENTRAL AFTERSCHOOL FULL TIME FOR KINDERGARTEN SY 26-27</b>		<b>CENTRAL AFTERSCHOOL PART TIME FOR GRADES 1-5 SY 26-27</b>		
Sep 01 '26 - Jun 30 '27 3:00 PM - 6:00 PM 24 spots remaining Grade 1 to Grade 5 Location: Central School Member \$3,575.00	Sep 01 '26 - Jun 30 '27 3:00 PM - 6:00 PM 25 spots remaining Kindergarten Location: Central School Member \$3,575.00	Sep 01 '26 - Jun 30 '27 3:00 PM - 6:00 PM 25 spots remaining Grade 1 to Grade 5 Location: Central School Member \$2,475.00				
ENROLL	ENROLL	ENROLL				



6. Select your child’s name then complete the questions provided. To ensure productive communication throughout the school year you must complete the questions to their entirety. Please be mindful of **\*Asterisk\*** questions, you cannot proceed to “checkout” without doing so.

Click “Next” on the top-right once you’re done filling up the form.

Back Register Questions Contracts Summary Next \$100.00 8:46

### Questions

Please select a Contact

---

#### PRIMARY CONTACT PHONE

Primary Contact Phone \*

Requires an answer.

#### ADDITIONAL GUARDIAN 1 (DO NOT LIST YOURSELF)

If your child has any additional guardians please list them here. *You do not need to list yourself.*

Additional Guardian 1 First Name \*

Additional Guardian 1 Last Name \*

Additional Guardian 1 Relationship \*

Additional Guardian 1 Mobile Phone \*

Additional Guardian 1 Alternate Phone

Additional Guardian 1 Email (Must be in email format e.g., email@domain.com)

Additional Guardian 1 Home Address \*

#### HEALTH & MEDICAL (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)

(hold ctrl or cmd (mac) to select multiple items)

Diagnosed Medical Conditions \*

Other Diagnosed Medical Conditions

Other physical/mental/medical limitation

#### PARTICIPATION DETAILS

Is your child a returning member of the BGCNR Afterschool Program (of the 2024-2025 SY)? \*

Will your family be providing snacks for your child during program hours? \*

#### ADDRESS INFORMATION

Street Address \*

Requires an answer.

City \*

Requires an answer.

State \*

Requires an answer.

Zip Code \*

Requires an answer.

#### WAIVERS SY

I understand that any IEP staff to child ratio requirements that apply to my child's individual needs in his or her current education program will be applied to all Club programs. Additional staffing to meet IEP requirements of my child will not be the responsibility of the Club.



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- Click the “Sign” button under the Signature column to open each contract. Please review it carefully before signing. Once you've signed all assigned contracts, click “Next” to move on.

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Progress bar: Back | Register (✓) | Questions (✓) | Contracts (▲) | Summary (●) | Next

Shopping cart: \$100.00, 1 item, 5:44

### Contracts

Please complete all contracts

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
[Redacted]	Draft	<a href="#">Sign</a>	[Redacted]	N/A	N/A	Prior to Purchase

Next

- In the Summary page, review the charges. If everything looks good, click “Next”.

Navigation: Home | Billing | Membership | Camps/Programs | Attendance | Forms | Update Your Information | Stored Accounts | Login Home | FAQ

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Progress bar: Back | Register (✓) | Questions (✓) | Contracts (✓) | Summary (●) | Next

Shopping cart: \$100.00, 1 item, 2:25

### Summary

Total Registrations: 1 \$100.00  
Details

Item 1 - Enrollment

<b>School Year - Central</b>			
Registration Reg-08132	Type Enrollment	Attendee [Redacted]	
Start/End Date Sep 1, 2026 / Jun 30, 2027	Program School Year	Course Central	
<b>Enrolled Course Options</b>			
Course Option Name Central Afterschool Full Time for Grades 1-5 SY 26-27	Start/End Date Sep 1, 2026 / Jun 30, 2027	Duration 3:00 PM / 6:00 PM	

Next



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9. You will be directed to the Payment page, where you need to put in your credit card information to make payments. All families are required to pay a \$100 non-refundable registration fee (per child), that applies to your balance. We do not accept cash payments!
10. After payment, a copy of your receipt and registration summary will be sent to the email address on file (make sure your email address is up to date).
11. Sibling discount: An automatic 5% discount will be applied to each additional child enrolled under the same household account.



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## Point of Contacts

### **Specific Programming Questions for Mascaro Clubhouse**

William Iannuzzi  
Chief Program Officer  
[wiannuzzi@bgcncr.org](mailto:wiannuzzi@bgcncr.org)

### **Specific Programming Questions for School Based Program Sites (Central, Chatsworth, Davis, Murray, Mamaroneck, Trinity, Ward):**

Shirley Rodriguez  
Senior Director of School Based Operations  
[srodriguez@bgcncr.org](mailto:srodriguez@bgcncr.org)

Daniel Fernandez  
Assistant Director of School Based Operations  
[dfernandez@bgcncr.org](mailto:dfernandez@bgcncr.org)

### **General Information on DSS or Westchester Works Submissions including General Payments:**

Fatima Muniz  
Administrative Coordinator  
[fmuniz@bgcncr.org](mailto:fmuniz@bgcncr.org)  
(914) 235-3736 ext. 107

### **Specific Questions for LEAPS Sites (Columbus, Jefferson, Remington)**

Sabrina Rivera  
Senior Director Grants Program  
[srivera@bgcncr.org](mailto:srivera@bgcncr.org)

### **Registrations and General Assistance on Memberships and/or Half Days including Payments:**

Andrea Torres  
Student Enrollment Manager  
[atorres@bgcncr.org](mailto:atorres@bgcncr.org)  
(914) 235-3736 ext. 101

### **IT Assistance – Password Resets or Technical Issues with the Parent Portal:**

Kristopher Albano  
Database Manager  
[kalbano@bgcncr.org](mailto:kalbano@bgcncr.org)

Thank you,

Boys & Girls Clubs of New Rochelle