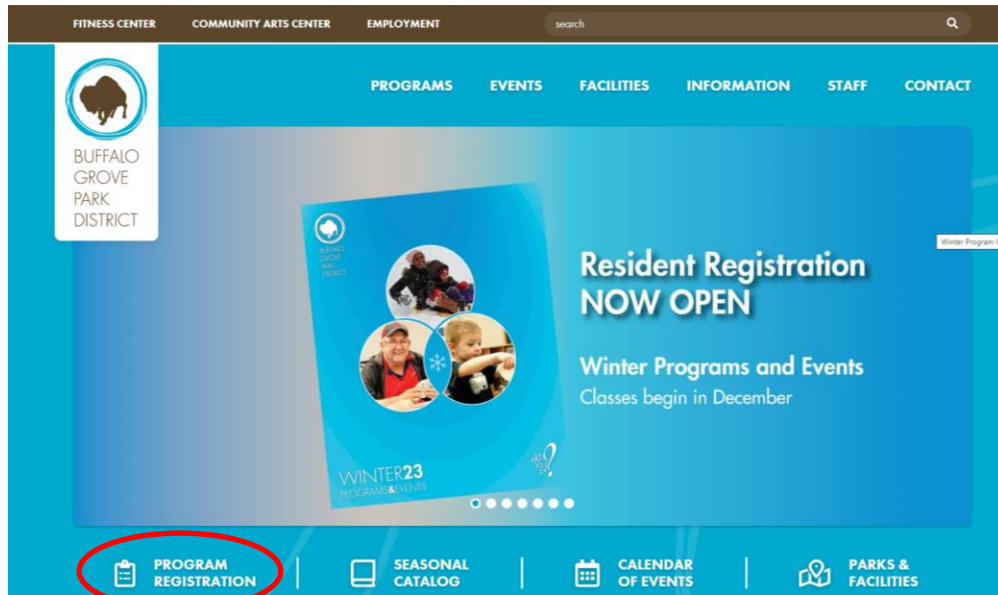


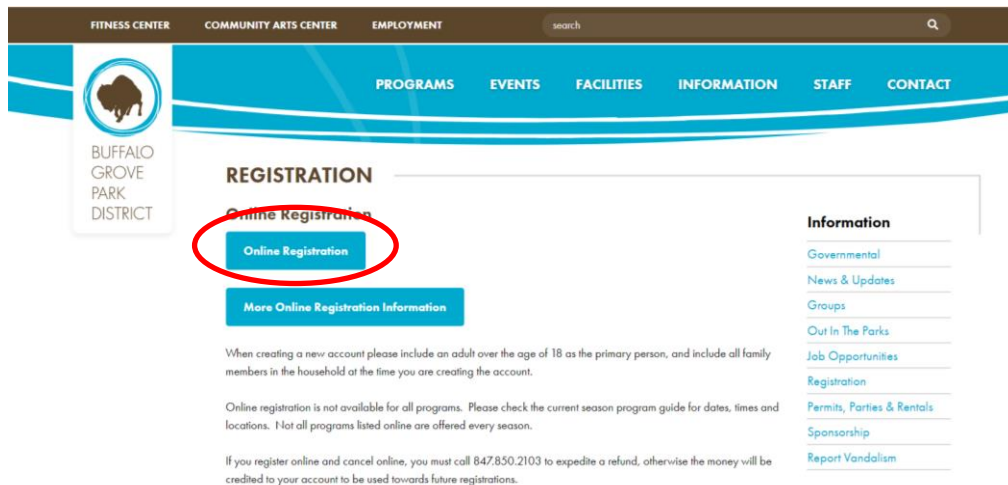
How to Print a Year End Childcare Statement

If you have been enrolled in any Park District Program, you have an account. Please attempt to retrieve your user name and password through the links. If you cannot, please call the Alcott Center front desk 847.850.2100 and we will be happy to assist you.

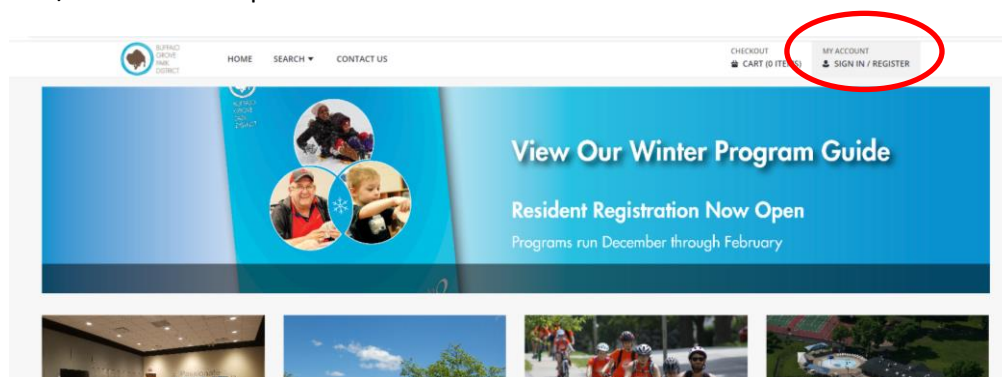
1. Go to BGParks.org and select Program Registration at the bottom.



2. Select the blue button that says Online Registration.



3. Select SIGN IN/REGISTER at Top



4. Enter your user name and password.

If you do not remember or are brand new user, select the statement in blue that describes what you need. Please do NOT create a new account if you are already in our system. Call 847.850.2100 for assistance.

5. Once in the home screen, select the triangle next to your name to open the drop down menu and then under "Reports" select Childcare Statement.

6. Enter the Tax year that you wish to print. There are additional options of subtotaling each month or by each family member. Then select Submit.

7. It will tell you that your report has been emailed. Go to the email mailbox tied to your account and it should be there! If you do not see it, please also check your Spam folder. If not there please call our front desk at 847.850.2100 for assistance.

Thank you for using our programs!