

What to expect on Registration Launch Day:

- ❖ **When to register: Be prepared to register at 9:00 AM on Tuesday, December 7, 2021 as our programs are in very high demand and will fill up fast.**
- ❖ **Our Registration Form will be available on our website at 9:00 AM.**
 - We are not asking anyone for new Participant Information forms or Covid-19 waiver forms at the time of registration. If we do require either of these from you, we will follow up with you at a later date. Not having these forms on file at the time of registration will not affect your place in line for registration.
- ❖ **All completed registration forms must be emailed directly to: familyreg@autismservices.ca**
 - All programs have limited space available and they fill up fast. We register in order of completed registration forms received by date and time.
 - Because of this, we strongly encourage you to complete these forms electronically and submit them by email. This is the quickest way to get into our registration queue.
 - If email is not possible for you, you can come to our office to drop off completed forms or request a paper copy to fill out in your car. If you choose this option, we'd still encourage you to be prepared to register early on Tues, Dec 7. Your registration forms must be given to admin staff at our front door. We will not accept forms dropped through our mail slot. Also, we no longer accept any registration forms by mail as our programs fill up too quickly.
- ❖ Please take a moment to read through your full registration form to ensure you have completed all questions before submitting them to us.
- ❖ **If you are applying for Financial Assistance**, please include your completed application along with your financial documentation at the same time as your Registration Form.
 - This is why we chose to release our Financial Assistance application to you today so you have time to get all your financial documentation ready to go ahead of launch day.
- ❖ Once you submit your registration form to us, you will receive an automatic reply email saying we have received it. If you don't receive this, please double check it was sent properly to us.
- ❖ **Program Confirmations**

We will follow up with all of our families, in order received, to confirm which program(s) we were able to register the participant into. Depending on when we receive your registration form into our queue, it is possible we may not be able to register the participant into one or both requested programs. If a program you've requested is full, we will add the participant to a wait list.
- ❖ **Payments**
 - Payments will start to be processed as early as Mon. Dec 13. They will be processed in order of registrations received. With the high volume of payments, it will take us some time to get through everyone. It is possible your payment may not be processed prior to Christmas office closure on Dec 24. If this is the case, we will continue to process program payments into the new year.

- If you require a secure payment link, please indicate that on your registration form. This link will be emailed to you when we are reviewing your registration form for completion. All links are live for 4 hours after being sent. Please keep an eye on your Inbox and Junk Mail folder if you have requested a link from us. If your secure link has expired, please request a new one by emailing: anna-beth.zulkoskey@autismservices.ca .