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2023 Summer Recreation Program

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Dear Residents,

The Town of Oyster Bay is pleased to announce that registration for 2023 Summer Recreation will be performed online this year. In an effort to simplify the process, the Town's Parks Department is now accepting all necessary documentation, including proof of residency, child's birth certificates, recent physicals and immunization. to be uploaded to the TOB Portal. **This process is mandatory and ends on March 15th.** Once all documentation has been properly uploaded, parents/guardians will receive notification of approval to register, as well as instructions for online registration.

This year's Summer Recreation Program will once again include full-day options as well as the traditional program for children ages 4 through 12. Space is limited at each facility.

How to pre-register (note: preregistration does not guarantee a spot in this year's Summer Recreation Program. Parents will need to perform final registration this spring)

1. Parents/Guardians will visit www.oysterbaytown.com/portal and log in to their account or create a new account. If your child was registered in the 2022 Summer Recreation program, you already have an account.
2. After logging in, select My Account, then Household & Member. Confirm all family members are listed. If needed, select Add Family Member at the bottom of the page to add a child or guardian to the household. Next, select Add Emergency Contact, and fill in the required information (name and phone number) Select SAVE.
3. Select DOCUMENT UPLOAD from the Portal menu. Each document must be uploaded as separate files. Please make sure scanned documents are legible.
Required Documents:
 Proof of Residency (Tax Bill or Utility Bill)
 Child's Birth Certificate
 Child's Immunization Records (full-time campers only)
 Child's Recent Physical (full-time campers only)

After each upload, scroll back to the top of the page where you will see green highlighted text: "Document successfully uploaded." The upload form will refresh after every upload.

For your convenience, a checklist has been added to page three to assist with tracking documents as you upload.

4. Upload your Proof of Residency. Select 'Link to Household' as your upload option. Select the type of document you are uploading (tax bill, utility bill), choose the file to be uploaded and select Upload.
5. Upload your Child's Birth Certificate. Select your Child's name from the drop down under Upload Option. Select Birth Certificate as the document you are uploading, choose the file to be uploaded and select Upload
6. Upload your Child's Immunization Records if applying for full time camp. **Select your Child's name from the drop down under Upload Option.** Select Immunization as the document you are uploading, choose the file to be uploaded and select Upload.
7. Upload your Child's Physical if applying for full time camp. **Select your Child's name from the drop down under Upload Option.** Select Physical as the document you are uploading, choose the file to be uploaded and select Upload.

Repeat steps 5 through 7 for each child you plan to enroll.

8. After ALL documentation has been uploaded, select the link 'Finalize Pre-Registration for Summer Recreation' at the top of the page. Your email and name will prepopulate based on your account. Select the children you are requesting to preregister, then select whether you plan to enroll your child in a full day or traditional program. Select SUBMIT.

Your documentation has now been submitted and will be reviewed by the Recreation office. An email will be sent regarding your approval status. Again, pre-registration approval **does not** guarantee your child a spot in the program. Parents are still required to register online in the spring.

The following checklist has been provided to assist parents in uploading all required documentation to avoid delay in approving their pre-registration. It is recommended parents print this list, write in their child's name in the left column, and check documents as they have been successfully uploaded.

Household Documentation Checklist

<u>Document Type</u>	<u>Uploaded</u>	<u>Upload Option</u>
Tax Bill	<input type="checkbox"/>	Link to Household
Utility Bill	<input type="checkbox"/>	Link to Household

Child Documentation Checklist

Child's Name: _____	<u>Document Type</u>	<u>Uploaded</u>	<u>Upload Option</u>
	Birth Certificate	<input type="checkbox"/>	Select Child's Name
	Physical	<input type="checkbox"/>	Select Child's Name
	Immunization Record	<input type="checkbox"/>	Select Child's Name

Child's Name: _____	<u>Document Type</u>	<u>Uploaded</u>	<u>Upload Option</u>
	Birth Certificate	<input type="checkbox"/>	Select Child's Name
	Physical	<input type="checkbox"/>	Select Child's Name
	Immunization Record	<input type="checkbox"/>	Select Child's Name

Child's Name: _____	<u>Document Type</u>	<u>Uploaded</u>	<u>Upload Option</u>
	Birth Certificate	<input type="checkbox"/>	Select Child's Name
	Physical	<input type="checkbox"/>	Select Child's Name
	Immunization Record	<input type="checkbox"/>	Select Child's Name

Child's Name: _____	<u>Document Type</u>	<u>Uploaded</u>	<u>Upload Option</u>
	Birth Certificate	<input type="checkbox"/>	Select Child's Name
	Physical	<input type="checkbox"/>	Select Child's Name
	Immunization Record	<input type="checkbox"/>	Select Child's Name

*Physical and Immunization only required if planning to enroll in a full day camp.