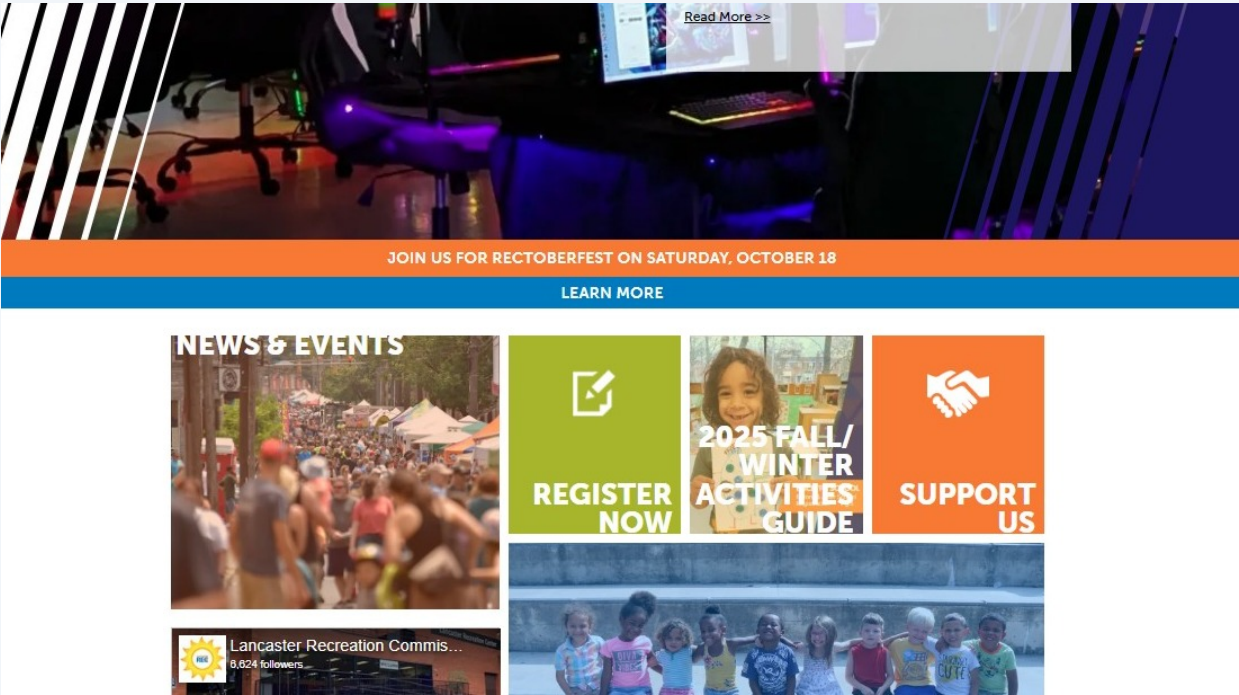
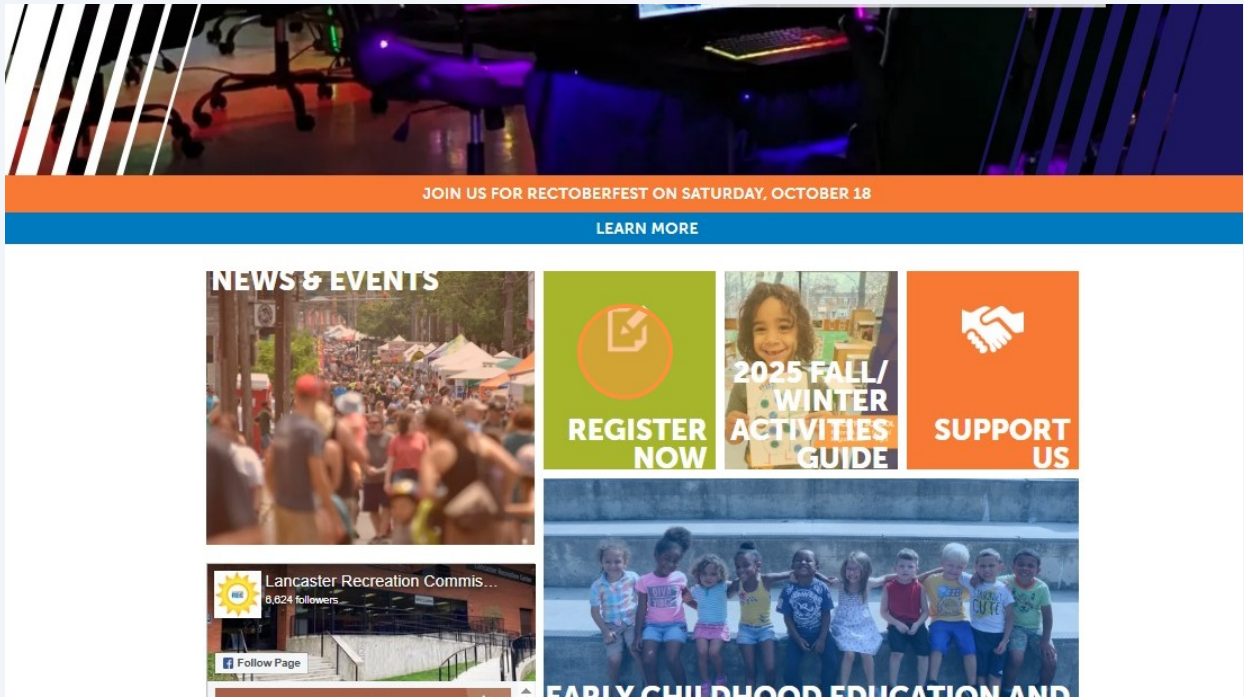


Waiting List Registration & the Child Profile

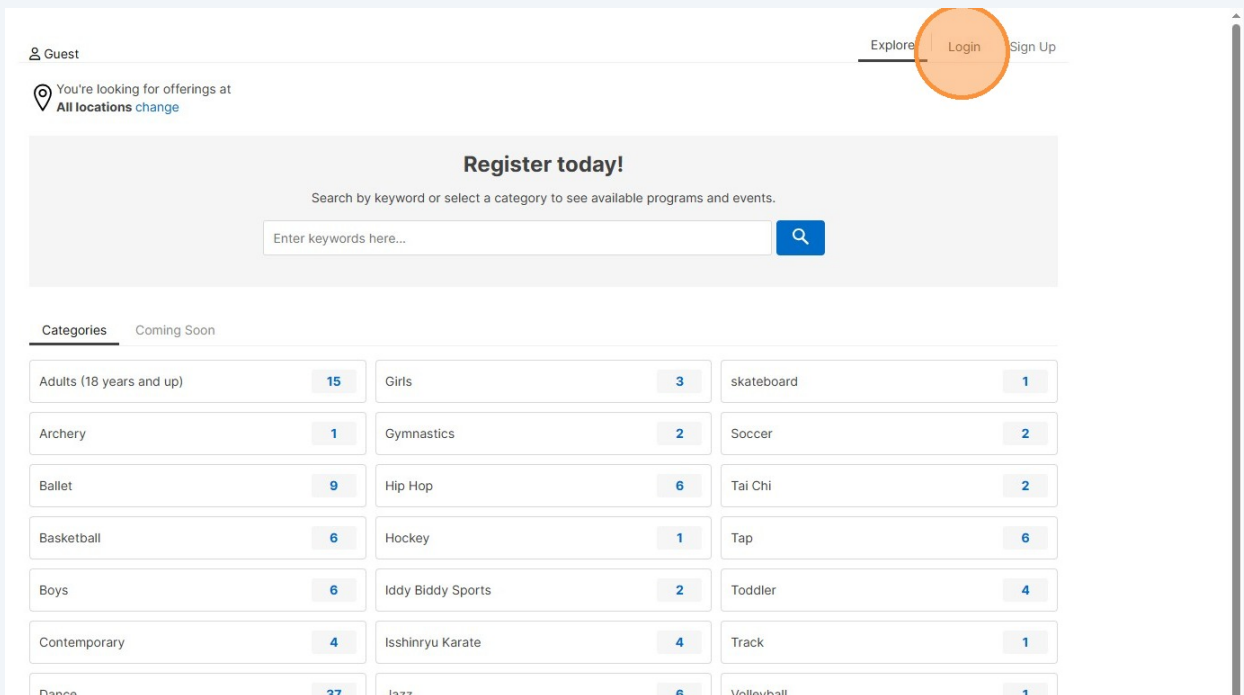
1 Navigate to <https://lancasterrec.org/>



2 Click the green Register Now button.

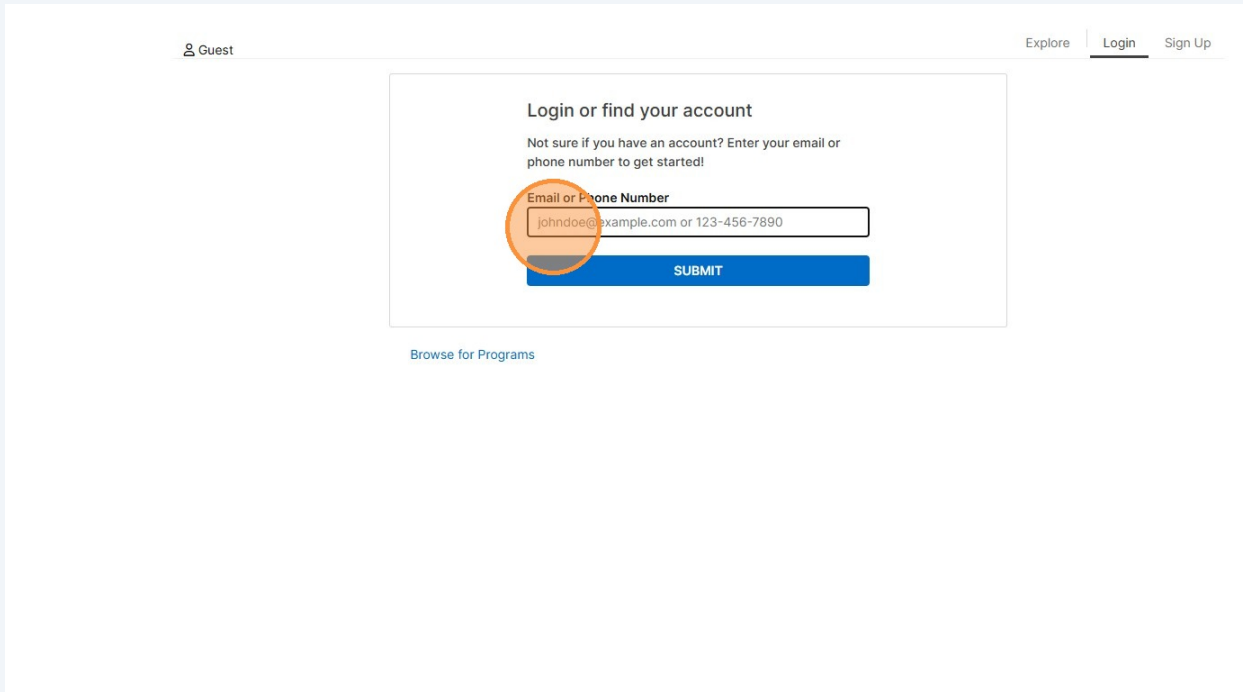


3 Click "Login" if you already have an account.



4

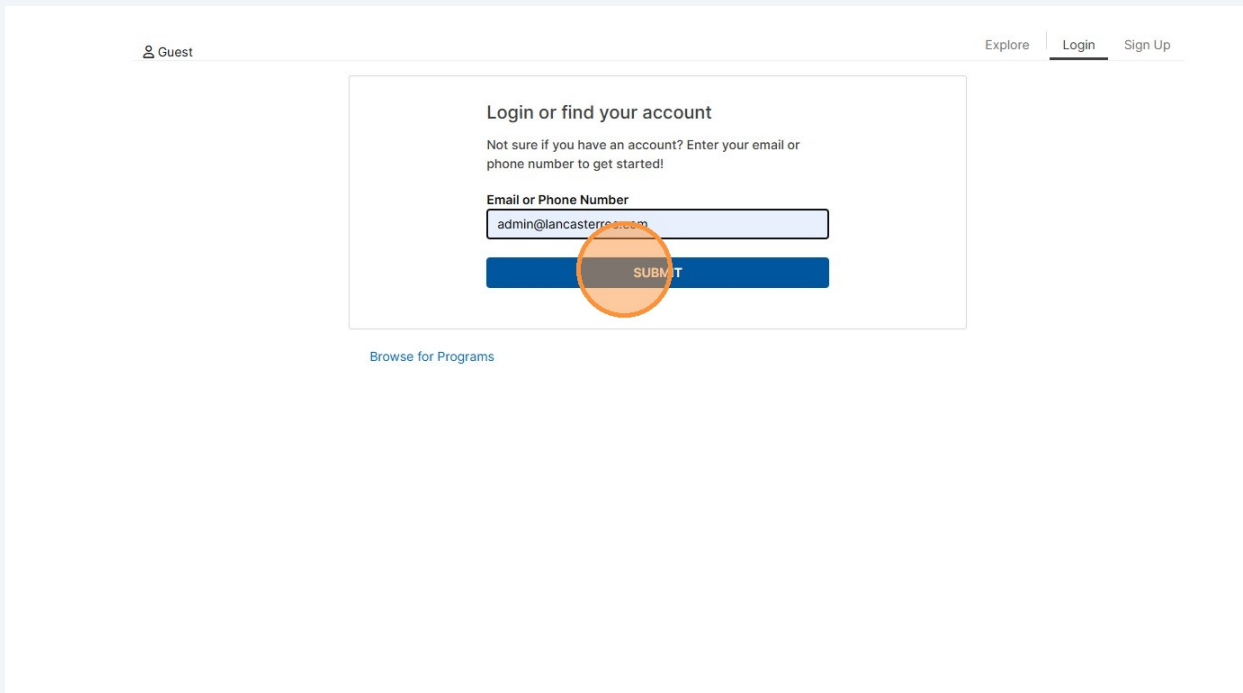
Enter your household account email address or phone number in the "Email or Phone Number" field.



The screenshot shows a web page with a header containing a user profile icon labeled 'Guest', and navigation links for 'Explore', 'Login', and 'Sign Up'. The main content area features a white box with the heading 'Login or find your account' and the text 'Not sure if you have an account? Enter your email or phone number to get started!'. Below this is a text input field labeled 'Email or Phone Number' containing the text 'johndoe@example.com or 123-456-7890'. A blue 'SUBMIT' button is positioned below the input field. A blue link 'Browse for Programs' is located at the bottom of the white box. An orange circle highlights the 'Email or Phone Number' input field.

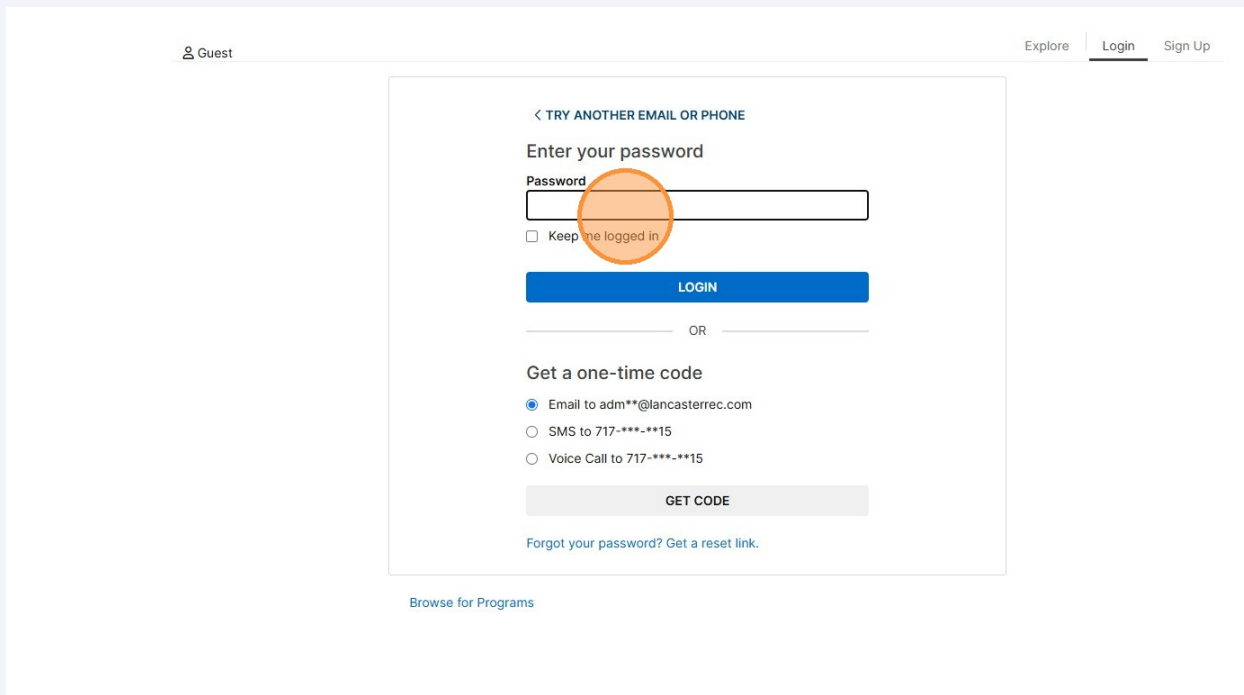
5

Click "Submit"



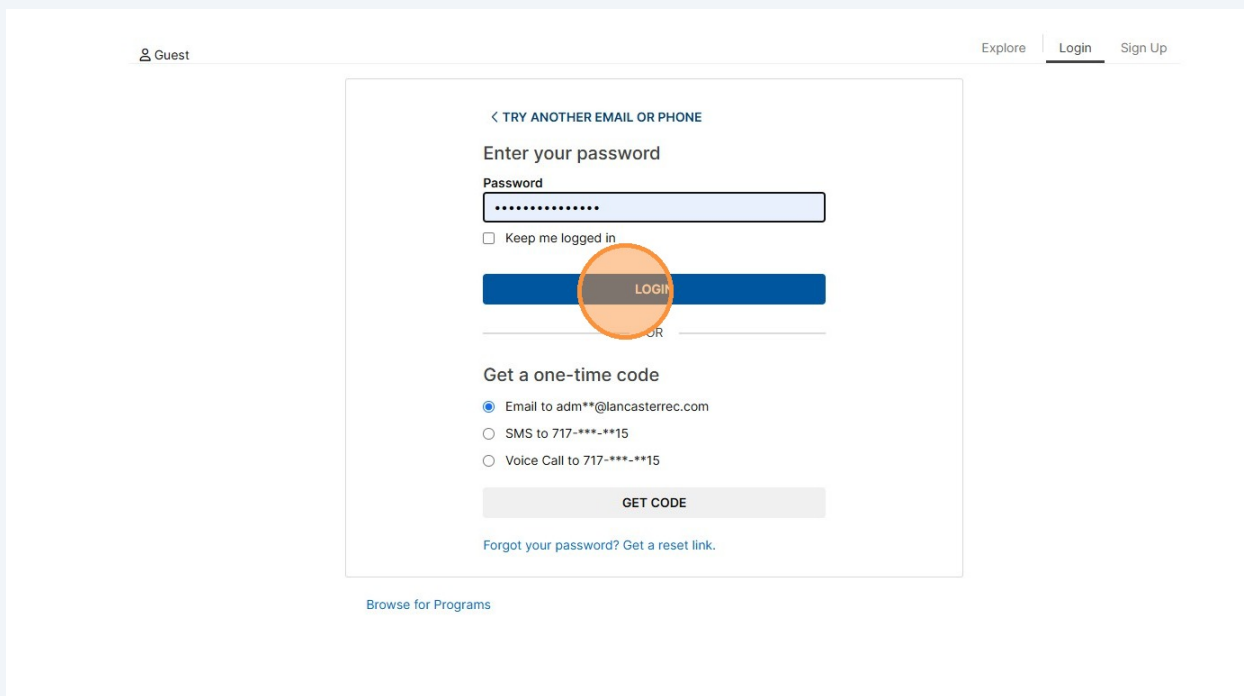
This screenshot is identical to the one above, showing the login form with the 'Email or Phone Number' field containing 'admin@lancastercc.edu'. In this step, an orange circle highlights the blue 'SUBMIT' button.

6 Enter your password in the "Password" field.



The screenshot shows a login page with a header containing a user icon and the text "Guest", and navigation links for "Explore", "Login", and "Sign Up". The main content area is a white box with a blue border. At the top of this box is a link "< TRY ANOTHER EMAIL OR PHONE". Below it is the heading "Enter your password". A "Password" label is positioned above a text input field, which is highlighted with an orange circle. Below the input field is a checkbox labeled "Keep me logged in". A blue "LOGIN" button is centered below the checkbox. Below the button is a horizontal line with "OR" in the center. Underneath is the heading "Get a one-time code" followed by three radio button options: "Email to adm**@lancasterrec.com" (selected), "SMS to 717-***-**15", and "Voice Call to 717-***-**15". A grey "GET CODE" button is below these options. At the bottom of the box is a link "Forgot your password? Get a reset link." and a "Browse for Programs" link at the very bottom of the page.

7 Click "Login"



This screenshot is identical to the previous one, but the "LOGIN" button is now highlighted with an orange circle. The password field now contains a series of dots, indicating that a password has been entered. The rest of the page layout, including the header, navigation, and form elements, remains the same.

8

Navigate to your dashboard at:

<https://operations.daxko.com/Online/5402/MembershipV2/MyAccountV2.mvc>

Admin Rec

Dashboard Activities Account

Hey there, Admin!

MANAGE MEMBERSHIP ADD AUTHORIZED PICKUP PAY MY BALANCE MAKE A DONATION

Admin Rec EDIT PROFILE

Active Adult (U)
Lancaster Recreation Commission
525 Fairview Avenue Lancaster, PA 17603
US
(717) 392-2115
admin@lanasterrec.com

Visits

| | | |
|------------------------|-----------------|-----------------|
| Never Last Check-in | 0 This Month | 0 Last Month |
|------------------------|-----------------|-----------------|

VIEW ALL

Activities For Me ACTIVITIES CALENDAR

Registrations VIEW ALL NEW

There are no upcoming Registrations for this member.

Visits VIEW ALL

There are no upcoming Visits for this member.

Services VIEW ALL NEW

There are no upcoming Services for this member.

Membership AUTHORIZED PICKUPS

Member - Resident Manage

Admin Rec Primary 35 years
Active Adult (U) 01208701

Billing DONATIONS HISTORY

Monthly, on the 1st

| | | |
|------------------|-----------------------|-----------------------|
| Credit \$0.00 | Unscheduled \$0.00 | Balance Due \$0.00 |
|------------------|-----------------------|-----------------------|

Records AGREEMENTS DOCUMENTS

Photo/Video Release Agreement 9/15/2025

General Waiver III Agreement

9

Click "Activities"

Admin Rec

Dashboard Activities Account

Hey there, Admin!

MANAGE MEMBERSHIP ADD AUTHORIZED PICKUP PAY MY BALANCE MAKE A DONATION

Admin Rec EDIT PROFILE

Active Adult (U)
Lancaster Recreation Commission
525 Fairview Avenue Lancaster, PA 17603
US
(717) 392-2115
admin@lanasterrec.com

Visits

| | | |
|------------------------|-----------------|-----------------|
| Never Last Check-in | 0 This Month | 0 Last Month |
|------------------------|-----------------|-----------------|

VIEW ALL

Activities For Me ACTIVITIES CALENDAR

Registrations VIEW ALL NEW

There are no upcoming Registrations for this member.

Visits VIEW ALL

There are no upcoming Visits for this member.

Services VIEW ALL NEW

There are no upcoming Services for this member.

Membership AUTHORIZED PICKUPS

Member - Resident Manage

Admin Rec Primary 35 years
Active Adult (U) 01208701

Billing DONATIONS HISTORY

Monthly, on the 1st

| | | |
|------------------|-----------------------|-----------------------|
| Credit \$0.00 | Unscheduled \$0.00 | Balance Due \$0.00 |
|------------------|-----------------------|-----------------------|

Records AGREEMENTS DOCUMENTS

Photo/Video Release Agreement 9/15/2025

General Waiver III Agreement

10 Click "Register for a program or event"

Admin Rec

Hey there, Admin!

MANAGE MEMBERSHIP ADD AUTHORIZED PICKUP PA DONATION

Register for a program or event
Book a reservation

Admin Rec
Active Adult (U)
Lancaster Recreation Commission
525 Fairview Avenue Lancaster, PA 17603
US
(717) 392-2115
admin@lancasterrec.com

Visits
Never Last Check-in 0 This Month 0 Last Month

Activities For Me ACTIVITIES CALENDAR

Registrations VIEW ALL NEW
There are no upcoming Registrations for this member.

Visits VIEW ALL
There are no upcoming Visits for this member.

Services VIEW ALL NEW
There are no upcoming Services for this member.

Membership AUTHORIZED PICKUPS
Member - Resident Manage
Admin Rec Primary 35 years 01208701

Billing DONATIONS HISTORY
Monthly, on the 1st
Credit \$0.00 Unscheduled \$0.00 Balance Due \$0.00

Records AGREEMENTS DOCUMENTS
Photo/Video Release Agreement 9/15/2025

11 Select the appropriate program for your child. Here I am selecting School Age Care, but you may be looking for summer camps or other programming.

Categories Coming Soon

| | | |
|-----------------------------|--|-----------------------|
| Adults (18 years and up) 15 | Girls 3 | skateboard 1 |
| Archery 1 | Gymnastics 2 | Soccer 2 |
| Ballet 9 | Hip Hop 6 | Tai Chi 2 |
| Basketball 6 | Hockey 1 | Tap 6 |
| Boys 6 | Iddy Biddy Sports 2 | Toddler 4 |
| Contemporary 4 | Isshinryu Karate 4 | Track 1 |
| Dance 37 | Jazz 6 | Volleyball 1 |
| Early Child Care Center 6 | Jr. NBA 4 | Yoga 1 |
| Esports 4 | Little Dancers (4-6 years) 4 | Youth (5-17 years) 37 |
| Family Events 1 | Pre-K Counts (3-5 years) 1 | Zumbini 2 |
| Family Passes 1 | School Age Camps (entering 1st grade - ent... 14 | |
| Fitness 2 | School Age Care (5-12 years) 36 | |

12

Select the program you're looking for. You'll find locations listed in black print and the type of care is in blue.

| | |
|--|-------------------------|
| Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 SMITH-WADE-EL ELEMNTARY 2025-2026 School Age Before & After Care (AM & PM) Smith Wade Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 WASHINGTON ELEMENTARY 2025-2026 School Age Before & After Care (AM & PM) Washington Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 FULTON ELEMENTARY 2025-2026 School Age Before & After Care (AM & PM) Fulton Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 HAMILTON ELEMENTARY (AT LAFAYETTE) 2025-2026 School Age Before & After Care (AM & PM) Lafayette Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 SMITH-WADE-EL ELEMNTARY 2025-2026 School Age Before Care (AM) Smith Wade Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 WASHINGTON ELEMENTARY 2025-2026 School Age Before Care (AM) Washington Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |
| 2025-2026 WHARTON ELEMENTARY 2025-2026 School Age Before Care (AM) Wharton Elementary Aug 19, 2025 - May 29, 2026 | Mon, Tue, Wed, Thu, Fri |

13

Click Register to begin the sign up process.

Admin Rec Dashboard Activities Account

2025-2026 Hamilton Elementary (at Lafayette)
2025-2026 School Age | Before & After Care (AM & PM)
[See 2 more offerings](#)

~~\$0.00~~ - \$150.00
REGISTER
Fee (waiting list available)

Date and Time
Aug 19 - May 29, 2026
Mon, Tue, Wed, Thu, Fri

Location
Lafayette Elementary
1000 Fremont Street
Lancaster, PA 17603
[View Map](#)

Description
Lancaster Rec's Before and After School Care offers state-certified, activity-based childcare for Kindergarten through 5th-grade students in the School District of Lancaster. Our program supports each child's social, physical, and academic growth. Programs operate at various elementary schools. Limited spots are available, so register early! A \$70 annual registration fee applies, and financial assistance may be available. For details, call 717-392-2115 or visit LancasterRec.org.

Registration
ELRC RESIDENT
In House ends on May 22, 2026
Online ends on May 18, 2026
RESIDENT
In House ends on May 22, 2026
Online ends on May 18, 2026
STAFF
In House ends on May 22, 2026
Online ends on May 18, 2026

14

Select your child. See our documentation for creating your household for more information about creating a child account.

Admin Rec

Dashboard Activities Account

Select Member

2025-2026 Hamilton Elementary (At Lafayette)
2025-2026 School Age | Before & After Care (AM & PM)

| | |
|---------------------------|--------|
| Admin Rec 35 years old | Active |
| Rex Rec 13 years old | Active |

15

If the child is not the correct age for a program you'll see a message that reads "Sorry! Rex Rec cannot register due to ineligible age."

Admin Rec

Dashboard Activities Account

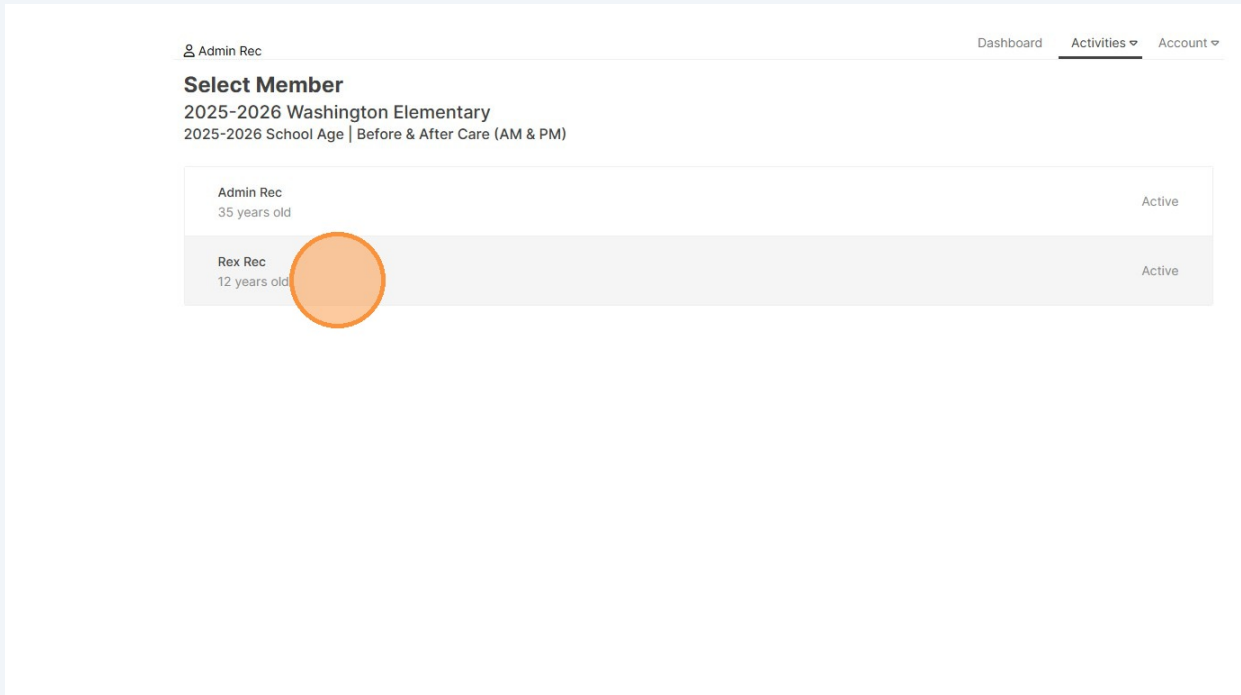
Select Member

Sorry! Rex Rec cannot register due to ineligible age.

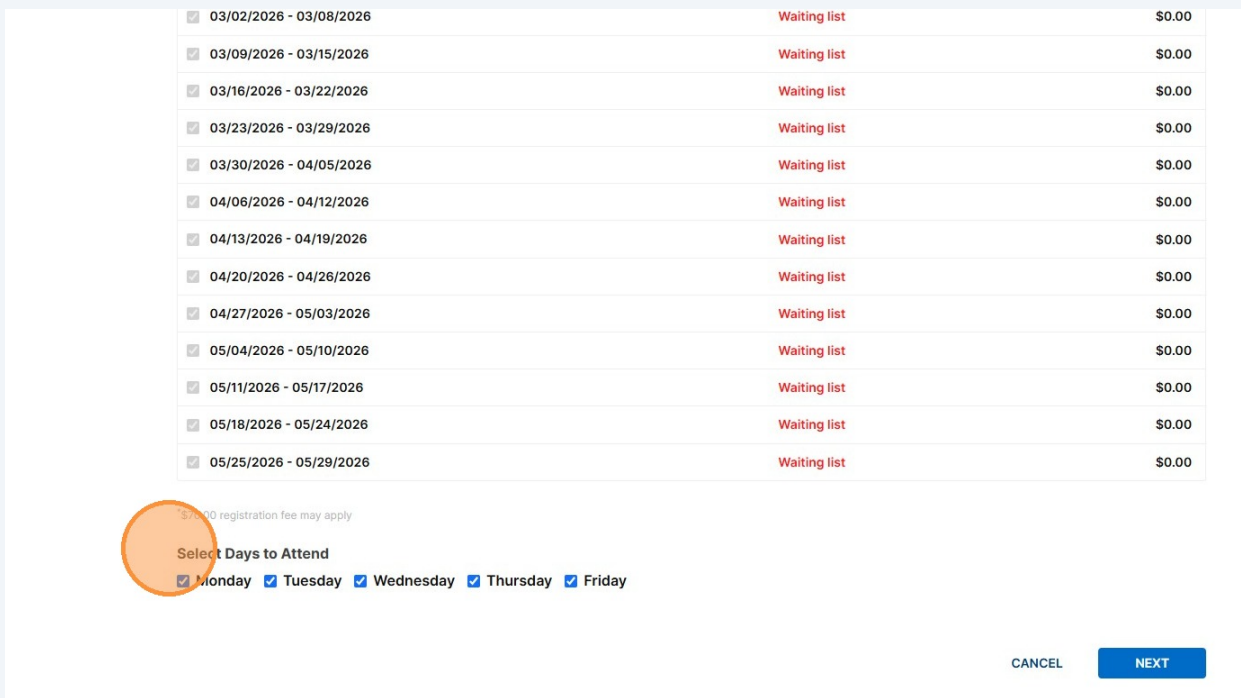
2025-2026 Hamilton Elementary (At Lafayette)
2025-2026 School Age | Before & After Care (AM & PM)

| | |
|---------------------------|--------|
| Admin Rec 35 years old | Active |
| Rex Rec 13 years old | Active |

16 Selecting a child of the correct age will continue the registration process.



17 You can see that the program is available for Waiting List registrations only. At the bottom you can specify days of the week you are interested in for care.



18 Click "Next" after confirming care needs.

| | | | |
|-------------------------------------|-------------------------|--------------|--------|
| <input checked="" type="checkbox"/> | 03/02/2026 - 03/08/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 03/09/2026 - 03/15/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 03/16/2026 - 03/22/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 03/23/2026 - 03/29/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 03/30/2026 - 04/05/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 04/06/2026 - 04/12/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 04/13/2026 - 04/19/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 04/20/2026 - 04/26/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 04/27/2026 - 05/03/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 05/04/2026 - 05/10/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 05/11/2026 - 05/17/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 05/18/2026 - 05/24/2026 | Waiting list | \$0.00 |
| <input checked="" type="checkbox"/> | 05/25/2026 - 05/29/2026 | Waiting list | \$0.00 |

*\$70.00 registration fee may apply

Select Days to Attend

Monday Tuesday Wednesday Thursday Friday

CANCEL

NEXT

19 Click "Add Authorized Pickup" to confirm adults who can pick up your child.

Admin Rec

Dashboard Activities Account

Authorized Pickups for Rex Rec

The following people are authorized to drop off and pick up the selected child from programs, child care, and camp.

There are 0 authorized pickups for Rex Rec.

ADD AUTHORIZED PICKUP

BACK

CANCEL

NEXT

20

Select a member of your household to continue the process. If you don't see someone, then they may need to be added to your account first.

Admin Rec Dashboard Activities ▾ Account ▾

Add Authorized Pickup for Rex Rec

Choose Pickup: Admin Rec (35 y.s old) ▾

First name: Admin

Last name: Rec

Date of Birth *: 12-Dec ▾ 2 1989

Address Line 1 *: 525 Fairview Avenue

Address Line 2:

City *: Lancaster

State *: Pennsylvania ▾

Zip *: 17603

Country *: United States ▾

Email *: admin@lancasterrec.com

Phone *: 717-392-2115

Authorized to pick up: _____

21

Click "Save" to confirm the information for this pickup.

First name: Admin

Last name: Rec

Date of Birth *: 12-Dec ▾ 2 1989

Address Line 1 *: 525 Fairview Avenue

Address Line 2:

City *: Lancaster

State *: Pennsylvania ▾

Zip *: 17603

Country *: United States ▾

Email *: admin@lancasterrec.com

Phone *: 717-392-2115

Authorized to pick up: _____

Rex Rec (12 yrs) Admin is child's: Guardian ▾

SAVE CANCEL

22

Click "Next" once you are happy with the pickup members. Remember, your child can only be picked up by an authorized pickup listed here.

Admin Rec Dashboard Activities Account

Authorized Pickups for Rex Rec

The following people are authorized to drop off and pick up the selected child from programs, child care, and camp.

| Name | Email | Phone | Relationship |
|-----------|------------------------|----------------|--------------|
| Admin Rec | admin@lancasterrec.com | (717) 392-2115 | Guardian |

ADD AUTHORIZED PICKUP 1 authorized pickups

BACK CANCEL NEXT

23

You will now need to confirm the required DHS information for the "Child Profile" page. This is mandatory in order for care to be provided.

Admin Rec Dashboard Activities Account

Child Profile

Child's Information

Child's Name *
First: Rex Middle: Last: Rec
Preferred Name:

Grade Entering *
-Select One-

Child's Date of Birth *
02/16/2013

Child's Race (Select all that apply) ⓘ
 American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Middle Eastern or North African
 Native Hawaiian or Pacific Islander
 White
 Not Listed
 Rather not say

Gender Identity *
Rather not say ⓘ

Child's Address *
Address Line 1 Address Line 2 City State Zip Code

24

Click "Next" after confirming that the information is complete and all sections have been answered. Once you confirm you will be able to complete the process with your payment methods added to your account. Waiting List applicants are not guaranteed care.

Photos & Video Release *

Permission to take photographs and/or video recordings of my child while participating in any programs, activities, or events organized, operated, or affiliated with the Lancaster Recreation Commission. I understand that these images or recordings may be used for promotional, educational, or informational purposes in publications, brochures, flyers, social media, websites, or other media formats without further notice, permission, or compensation.

- Yes
- No

Photos & Video Release (signature) *

First Last

Miscellaneous

Are there any custody agreements or restrictions we should be aware of? *

- Yes
- No

If you answered yes, please provide any necessary information about the agreement/restriction.

If there are no custody situations, you can skip the question or put N/A

Child Form Signature

Parental Consent Signatures *

I, the undersigned, hereby give my electronic signature for the following situations to be signed individually. I understand that my typed name counts as my electronic signature. In the US, the Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act (ESIGN) give e-signatures the same legal status as pen-and-ink signatures.

First Last

I have reviewed all the above questions.

CANCEL