



How to Enroll in Rilke Clubs

Go to: [www.https://rsi.campmanagement.com/campers](https://rsi.campmanagement.com/campers)

Rilke Schule
Parent Dashboard

E-mail address

Password

[What's my password?](#)

SIGN IN

© 2019 CampSite by EZFacility, Inc.

[NEW FAMILY ENROLLMENT FOR RILKE SCHULE](#)

Begin by signing-in to your account

If you do not have an account, select this link to create one!



Rilke Schule

Good evening, Francheska!



✎ Enrollment

📄 Forms

🏛️ Financial

⚙️ My account

Welcome to the Rilke Schule Clubs Parent Dashboard!

Please view/select the menu on the left to begin.

- To enroll a student, select the Enrollment tab.
- To **make a payment** go to the Financial tab.
- To add authorized adults to your pick up list go to the Authorized Pickups tab.

To contact the Club front desk call: 907-917-9586 (during club hours 3pm-6pm)

Spring Enrollment!



Directions for enrollment are located here.

- To enroll, select the Enrollment tab.
- Look at your students picture, click on the space to upload a photo of your student.
- Look next to your students name and select the 2019-2020 enrollment.
- Select your desired clubs.
- Fill out the required forms.
- Add Authorized Pickup (*Only parents and authorized personnel on this list will be able to pick up your student*). Previous authorized pickups must be reauthorized by selecting them in your list and selecting authorize for 2020.
- Select payment details and payment schedule (*To make monthly payments, under payment details select other and type in \$0.00, then select the monthly payment schedule*).
- Complete your registration.
- To remove clubs after registration, please contact administrator.

If you have any questions or concerns please email: rilkeclubs@rilkeschuleinc.org

Begin by selecting the enrollment tab.



Rilke Schule

Good evening, Francheska!



Enrollment

Forms

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My account

Enrollment for 2019 - 2020 and 2020 - 2021

Welcome to the enrollment page!

Spring Enrollment!

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- Complete your registration.
- To remove clubs after registration, please contact administrator.

If you have any questions or concerns please email: rilkeclubs@rilkeschuleinc.org.

**Next you must upload a picture of your student.
Click on this emblem to select a photo from you computer.**

Kai Test



ENROLL KAI FOR 2019 - 2020

ENROLL KAI FOR 2020 - 2021

Kala test



ENROLL KALA FOR 2019 - 2020

ENROLL KALA FOR 2020 - 2021

Kalani Test



ENROLL KALANI FOR 2019 - 2020

ENROLL KALANI FOR 2020 - 2021

Rilke Schule

Good evening, Francheska!

- Enrollment
- Forms
- Financial
- My account

Enrollm

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To remove clubs after registration, please contact administrator.

If you have any questions or concerns please email: rilkeclubs@rilkeschuleinc.org.

Favorites

- Dropbox
- Recents
- Applications
- Desktop
- Documents
- Downloads
- iCloud
- iCloud Drive
- Locations
- Network
- Media
- Music
- Photos

Options

- Basketball Jamboree.docx
- Kaine RD1.docx
- moana-film-r...diversity.html
- MoanaPortrait.0.jpeg**
- Rilke Schule...-timecards (1)
- Screen Shot...at 8.56.42 PM
- Screen Shot...at 8.59.52 PM
- Screen Shot...at 9.00.30 PM



MoanaPortrait.0.jpeg

JPEG image - 79 KB

Information [Show More](#)

Created Today, 8:59 PM

Modified Today, 8:59 PM

Dimensions 1200 x 800

Cancel **Open**

Select a photo of your student and press open.

clubs must be reauthorized by selecting them

en select the monthly payment schedule).

Kai Test

ENROLL KAI FOR 2019 - 2020

ENROLL KAI FOR 2020 - 2021

Kala test

ENROLL KALA FOR 2019 - 2020

ENROLL KALA FOR 2020 - 2021

Kalani Test

ENROLL KALANI FOR 2019 - 2020

ENROLL KALANI FOR 2020 - 2021



Rilke Schule

Good evening, Francheska!



Enrollment

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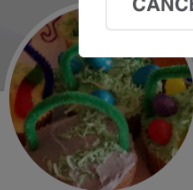
Enrollment for 2019 - 2020

Spring Enrollment

- To enroll, select the student
- Look at your student's current enrollment
- Look next to your student's name for the enrollment status
- Select your desired enrollment year
- Fill out the required information
- Add Authorized Pickups to your list and select the primary pickup
- Select payment details
- Complete your registration
- To remove clubs after enrollment, click on the club name

If you have any questions, please contact us at 781.326.1234

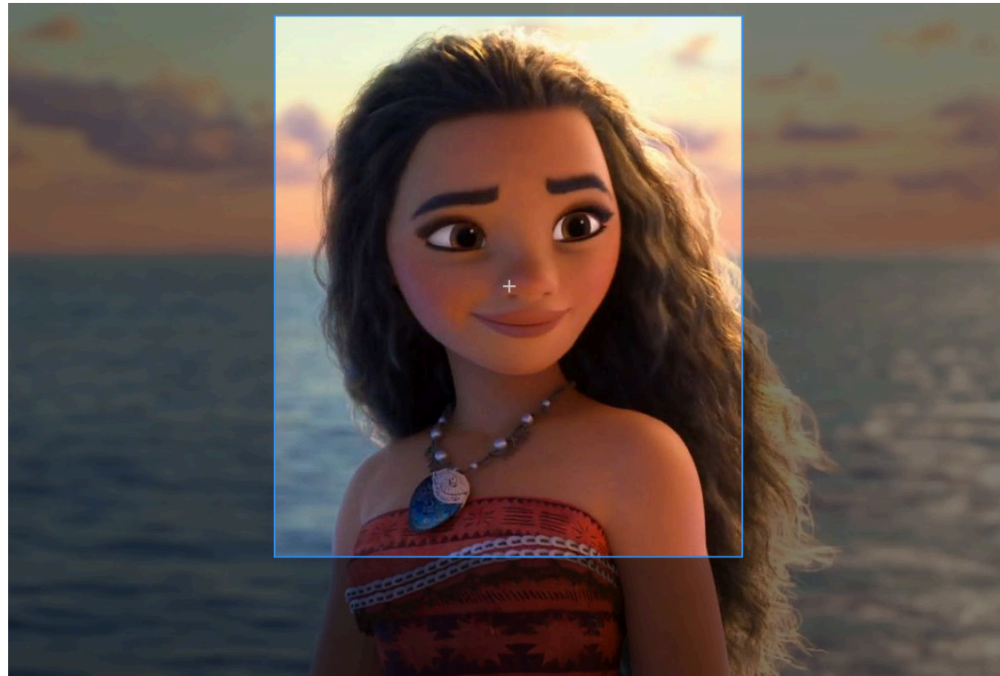
Kai Test



ENROLL KAI FOR 2019 - 2020

ENROLL KAI FOR 2020 - 2021

Upload photo



CANCEL

UPLOAD IMAGE

... authorized pickups must be reauthorized by selecting them (type in \$0.00, then select the monthly payment schedule).

Ensure the photo shows your student's face and select "upload image."

Kalani Test



ENROLL KALANI FOR 2019 - 2020

ENROLL KALANI FOR 2020 - 2021

ENROLL KALA FOR 2019 - 2020

ENROLL KALA FOR 2020 - 2021



Rilke Schule

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Enrollment

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Enrollment for 2019 - 2020 and 2020 - 2021

Welcome to the enrollment page!


Spring Enrollment!


- To enroll, select the Enrollment tab.
- Look at your students picture, click on the space to upload a photo of your student.
- Look next to your students name and select the 2019-2020 enrollment.
- Select your desired clubs.
- Fill out the required forms.
- Add Authorized Pickup (*Only parents and authorized personnel on this list will be able to pick up your student*). Previous authorized pickups must be reauthorized by selecting them in your list and selecting authorize for 2020.
- Select payment details and payment schedule (*To make monthly payments, under payment details select other and type in \$0.00, then select the monthly payment schedule*).
- Complete your registration.
- To remove clubs after registration, please contact administrator.

If you have any questions or concerns please email: rilkeclubs@rilkeschuleinc.org.

After uploading a photo of your student, select “Enroll for 2020-2021.”


Not a photo of my student, See green arrow for correct choice **Is a photo of my student**


Kai Test 



ENROLL KAI FOR 2019 - 2020


ENROLL KAI FOR 2020 - 2021


Kala test 



ENROLL KALA FOR 2019 - 2020

ENROLL KALA FOR 2020 - 2021

Kalani Test 



ENROLL KALANI FOR 2019 - 2020

ENROLL KALANI FOR 2020 - 2021



Rilke Schule

Good evening, Francheska!

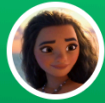


Enrollment

Forms

Financial

My account



Enrollment Options for Kala test

First page of Enrollment

Step 1



Options

Step 2



Questions

Step 3



Forms

Step 4



Checkout

Click "Add Option" to select the clubs you would like to enroll your student in. Clubs are shown by age group and then sorted by type. **Be careful not to register for sessions that happen during the same time block -- You don't want to pay twice for the same time block.**

Customer Service: RilkeClubs@rilkeschuleinc.org

Regular enrollment options from the Club list will be shown here.



Enrollment passcode

If you would like to enroll as a returning student for violin or orchestra - please enter the passcode provided by the instructor for each of the desired passcode clubs. Passcodes need to be entered one at a time for the option to appear.

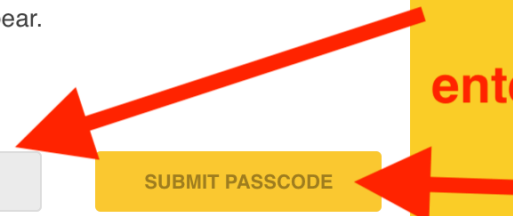
For all other clubs, please select your options below.

Enrollment passcode

SUBMIT PASSCODE

If you are a returning student for Violin, Orchestra, or Ballet enter your code here.

Then hit submit to show your enrollment options.



Test

Test

Select "+Add Option" for all of the clubs you wish to enroll in.



+ ADD OPTION

Good evening, Francheska!

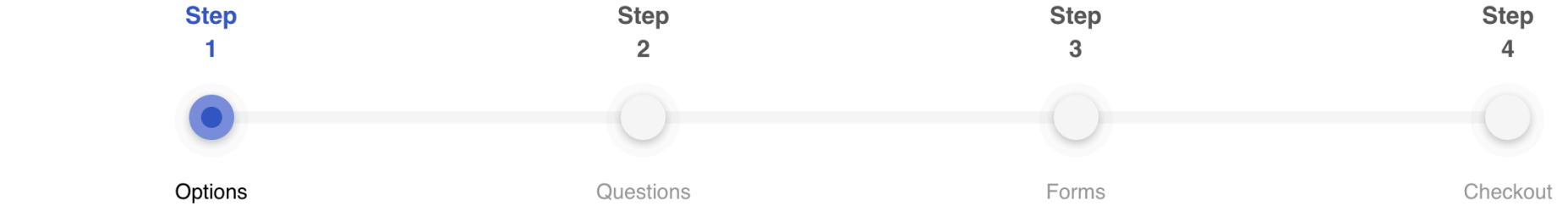


Enrollment

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Click "Add Option" to select the clubs you would like to enroll your student in. Clubs are shown by age group and then sorted by type. **Be careful not to register for sessions that happen during the same time block -- You don't want to pay twice for the same time block.**

Customer Service: RilkeClubs@rilkeschuleinc.org

Enrollment passcode

If you would like to enroll as a returning student for violin or orchestra - please enter the passcode provided by the instructor for each of the desired passcode clubs. Passcodes need to be entered one at a time for the option to appear.

For all other clubs, please select your options below.

SUBMIT PASSCODE

If you wish to remove a club, select "Remove Option" before your final submission.



Test

REMOVE OPTION

Test

After selecting all of the clubs you wish to enroll in, select "Save&Continue."



SAVE & CONTINUE



Rilke Schule

Good evening, Francheska!

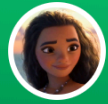


Enrollment

Forms

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My account



Enrollment Questions for **Kala test**

Second Page of enrollment

Step
1



Options

Step
2



Questions

Step
3



Forms

Step
4



Checkout

There are no questions for you to fill out at this time.

Please select "save and continue" to go to the next step in club enrollment.

Customer Service: RilkeClubs@rilkeschuleinc.org

There are no questions or additional options currently available. Please press 'Save & continue' to proceed to the next step.

**There are no questions to fill out,
select "Save&Continue" to go to the next page.**



SAVE & CONTINUE



Rilke Schule

Good evening, Francheska!

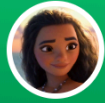


Enrollment

Forms

Financial

My account



Enrollment forms for Kala test

Third Page of Enrollment

Step 1

Step 2

Step 3

Step 4



Options

Questions

Forms

Checkout

Please complete the forms below. The web based forms must be completed to continue the enrollment process. The Printed forms may be completed at a later date but must be uploaded by August 30th, 2019. These forms are required by the Municipality of Anchorage for all licenced child care facilities. Thank you.

Customer Service: RilkeClubs@rilkeschuleinc.org

Camper Forms



Begin this page by completing the camper forms.

If you are new to Rilke Clubs, please complete all forms.

If you are returning, only complete the required forms.

Standard Forms



2020 Health Form

Web form

No due date



2020 Emergency Prescription Medication

Printed form

No due date



2020 Emergency Medical Treatment

Web form

No due date



2020 Release of Liability

No due date

Camper Forms

Standard Forms



2020 Health Form

Web form

No due date



2020 Emergency Prescription Medication

Printed form

No due date



2020 Emergency Medical Treatment

Web form

No due date



2020 Release of Liability

Web form **Required**

No due date



2020 Media Release

Web form **Required**

No due date



2020 Parent Handbook (Signature Required)

Web form **Required**

No due date



2020 Parent Handbook (Printed)

Printed form

No due date

Select
"2020 Release
of Liability"
to begin the
first required form.



Authorized pickups

+ ADD / MANAGE AUTHORIZED PICKUPS...

There is currently 0 authorized pickup active for 2020.



Rilke Schule

Good evening, Francheska!

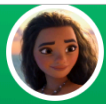


Enrollment

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Enrollment form for Kala test

Step 1



Options

Step 2



Questions

Step 3



Forms

Step 4



Checkout

← BACK TO FORMS

2020 Release of Liability for Kala test

First Required Form

Release of Liability

I agree that this Waiver and Release of Liability shall apply to each day I am at Rilke Clubs regardless of the date that this form is signed below. I agree I will assume the risk and full responsibility for any and all injuries, losses, or damages, that might occur to my child or other family members while on the premises of Rilke Clubs; and to the maximum extent of the law, I agree to waive and release any and all claims, suits, or related causes of action against Rilke Clubs, their owners, officers, employees or agents for injury, loss, death, costs or other damages to me, my heirs or assigns, or third party claims, suits or related causes of action asserted against the preschool arising from my conduct and/or my family's conduct while participating in the Rilke Clubs programs or activities. I further agree to release, indemnify, defend and hold Rilke Clubs harmless from any liability whatsoever for future claims presented by my child for any injuries, losses or damages. *

Select...

← Select "Yes" or "No"

Students Full Name

← Fill in Students Name

By typing your name here, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this digital form.

Parent or legal guardian name

← BACK TO FORMS

2020 Release of Liability for Kala test

Release of Liability

I agree that this Waiver and Release of Liability shall apply to each day I am at Rilke Clubs regardless of the date that this form is signed below. I agree I will assume the risk and full responsibility for any and all injuries, losses, or damages, that might occur to my child or other family members while on the premises of Rilke Clubs; and to the maximum extent of the law, I agree to waive and release any and all claims, suits, or related causes of action against Rilke Clubs, their owners, officers, employees or agents for injury, loss, death, costs or other damages to me, my heirs or assigns, or third party claims, suits or related causes of action asserted against the preschool arising from my conduct and/or my family's conduct while participating in the Rilke Clubs programs or activities. I further agree to release, indemnify, defend and hold Rilke Clubs harmless from any liability whatsoever for future claims presented by my child for any injuries, losses or damages. *

Yes

Students Full Name

Kala test

By typing your name here, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this digital form.

Parent or legal guardian name

Francheska Bass

← Sign your name

Date


















12-01-2019

← Select today's date

* are mandatory fields

Then select "Submit" →

SUBMIT

	2020 Health Form Web form	 No due date	
	2020 Emergency Prescription Medication Printed form	 No due date	
	2020 Emergency Medical Treatment Web form	 No due date	
	2020 Release of Liability Web form Submitted	 No due date	 December 1st, 2019
	2020 Media Release Web form Submitted	 No due date	 December 1st, 2019
	2020 Parent Handbook (Signature Required) Web form Submitted	 No due date	 December 1st, 2019
	2020 Parent Handbook (Printed) Printed form	 No due date	

After completing the required forms, you will see a check mark and a green box showing they have been submitted.



Authorized pickups

+ ADD / MANAGE AUTHORIZED PICKUPS...

There is currently 0 authorized pickup active for 2020.

1 additional authorized pickup must be provided prior to completing enrollment.

Next add your authorized pickups by selecting "+Add /Manage Authorized Pickups"



SAVE & CONTINUE



Rilke Schule

Good evening, Francheska!

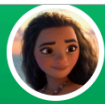


Enrollment

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Enrollment forms for Kala test

Authorized Pickups Page



[+ ADD AUTHORIZED PICKUP...](#)

To add a new person, select “+Add Authorized Pickup”

✓ Authorized pickups for 2020

No pickups found

⊘ Not authorized pickups for 2020

The card shows a grey person icon, the name 'MJ Novotney', and the relationship 'FRIEND'. Below the name are two buttons: 'EDIT' (with a pencil icon) and 'DELETE' (with an 'x' icon).

To re-authorize a previous person, please select “Edit” under he persons name”



Rilke Schule

Good evening, Francheska!



Enrollment

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Authorized pickup information for MJ Novotney



**For new people,
fill out every field with an *asterisk***

First name *

MJ

Last name *

Novotney

Relationship *

FRIEND

Gender

Female

Date of birth

Date of birth

E-mail address

Cell phone *

9077777777

Work phone

Home phone

Attendance PIN

969117

Authorized for 2020?

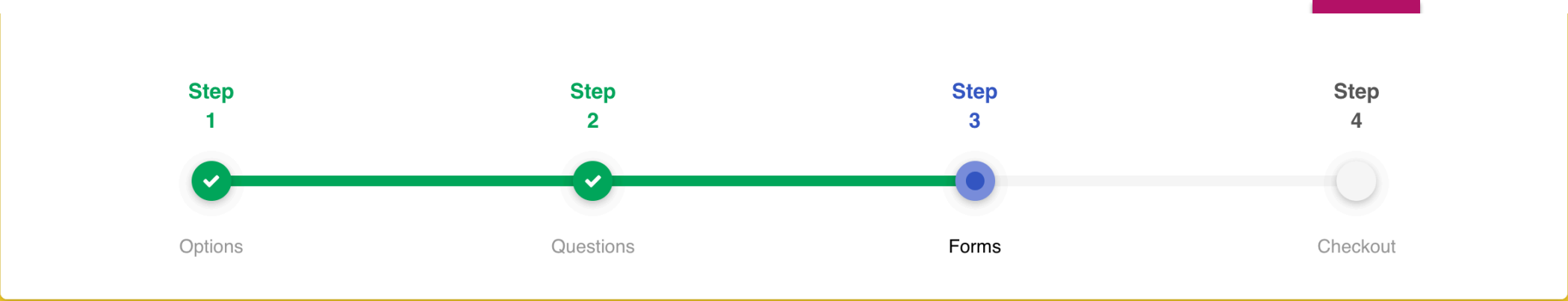
Yes

**For previous people,
select "Yes"
to authorize them for 2020.**

CANCEL

**After completing the necessary fields,
select "Update Authorized Pickup"**

UPDATE AUTHORIZED PICKUP



[+ ADD AUTHORIZED PICKUP...](#)

✓ **Authorized pickups for 2020**

MJ Novotney FRIEND

EDIT DELETE

All authorized pickups will be shown here. Add anyone that you think may pick up your student during the semester.

Students will only be released to persons on your authorized pick up list.

⊘ **Not authorized pickups for 2020**

No pickups found

After completing your authorized pickups, select “Back to Forms.” [BACK TO FORMS](#)

Standard Forms



2020 Health Form

Web form

🕒 No due date



2020 Emergency Prescription Medication

Printed form

🕒 No due date



2020 Emergency Medical Treatment

Web form

🕒 No due date



2020 Release of Liability

Web form Submitted

🕒 No due date

✓ December 1st, 2019



2020 Media Release

Web form Submitted

🕒 No due date

✓ December 1st, 2019



2020 Parent Handbook (Signature Required)

Web form Submitted

🕒 No due date

✓ December 1st, 2019



2020 Parent Handbook (Printed)

Printed form

🕒 No due date

Authorized pickups

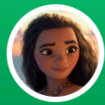
+ ADD / MANAGE AUTHORIZED PICKUPS...

There is currently 1 authorized pickup active for 2020.

After completing the required forms and authorized pickup list, select "Save&Continue."



SAVE & CONTINUE



Enrollment form for Kala test

Fourth Enrollment Page

Step 1

Step 2

Step 3

Step 4



Options

Questions

Forms

Checkout

Your payments will not be processed at this time. The first payment will be processed on September 25th. This delay gives the Rilke Schule Clubs administration time to look over your registration to ensure the system is accurate before you are charged.

Customer Service: RilkeClubs@rilkeschuleinc.org

Here you will see the list of clubs you have selected for enrollment.



	Amount
Test	\$1.00
The total amount due for the semester will be displayed here	
Subtotal	\$1.00
Total	\$1.00
	Deposit \$0.00



Scroll down to select payment options.



Payment amount

PAY DEPOSIT (\$0.00)	PAY OTHER AMOUNT	PAY IN FULL (\$1.00)
----------------------	------------------	----------------------

To continue with no Payment select "Pay Deposit"

Payment amount

PAY DEPOSIT (\$0.00)

PAY OTHER AMOUNT

PAY IN FULL (\$1.00)

Payment method

CREDIT CARD

BANK ACCOUNT

Payment schedule for Spring 2020 (Test)

Payment schedule

Select...

Terms and conditions

- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees and board members who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

To make a partial payment, Select "Pay Other Amount"

To make a full payment, Select "Pay In Full"

Payment amount

PAY DEPOSIT (\$0.00)

PAY OTHER AMOUNT

PAY IN FULL (\$1.00)

To make a partial payment, enter the amount that you would like to pay here.



Other amount

\$ 0

Enter an amount between the deposit (\$0.00) and the full amount (\$1.00)

Payment method



Next select your payment method

CREDIT CARD

BANK ACCOUNT

Payment schedule for Spring 2020 (Test)

Payment schedule

Select...

Terms and conditions

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- Have us delete any data we have about you.
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Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

Payment method

CREDIT CARD

BANK ACCOUNT

Credit card details

**For a credit card,
please fill in all the fields
with your current credit card information.**

New credit card details

First name on Card

First name

Last name on Card

Last name

Card Number



1234 5678 9012 3456



Exp Month

Month

Exp Year

Year

Billing address

Address

City

INTERNATIONAL ADDRESS

State

Zip

Billing E-mail

Payment schedule for Spring 2020 (Test)

Payment schedule

Select...

Auto pay?

No

Payment method

CREDIT CARD

BANK ACCOUNT

Bank account details

USE EXISTING BANK ACCOUNT

**For a bank account,
please fill in all the fields
with your current bank account information.**

New bank account details

CHECKING

SAVINGS

Routing (ABA) number

Account number

Name of Bank

Name on account

Billing e-mail

Payment schedule for Spring 2020 (Test)

Payment schedule

Select...

Auto pay?

No

If you select Auto pay, your payment method will be billed automatically on the dates of the payment schedule.

Payment method

CREDIT CARD

BANK ACCOUNT

Bank account details

ADD A BANK ACCOUNT

Checking accounts on file

 Checking ending in 5101

To reuse an account on file, select the bubble next to it.

Payment schedule for Spring 2020 (Test)

Payment schedule

Select...

Next, select a payment schedule.

Auto pay?

No

If you select Auto pay, your payment method will be billed automatically on the dates of the payment schedule.

Terms and conditions

- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Payment schedule for Spring 2020 (Test)

Payment schedule

▼ Select...
Monthly Auto Payment
One-Time Autopayment
Parent Payments
No

← There are 3 payment options.
Select the option that works best for you.

If you select Auto pay, your payment method will be billed automatically on the dates of the payment schedule.

Monthly Auto Payment ▼

Payment dates for Monthly Auto Payment

Instructions

This option is for a monthly auto payment

Auto pay is required when selecting this payment method

Payment #1: Saturday, January 25th, 2020

Payment #2: Tuesday, February 25th, 2020

Payment #3: Wednesday, March 25th, 2020

Payment #4: Saturday, April 25th, 2020

One-Time Autopayment ▼

Payment dates for One-Time Autopayment

Instructions

This option is for a one-time payment

Auto pay is required when selecting this payment method

Payment #1: Saturday, January 25th, 2020

Parent Payments ▼

Payment dates for Parent Payment

Instructions

This option is for parents that do not want to pay both online and in person

Payment #1: Saturday, January 25th, 2020

Payment #2: Tuesday, February 25th, 2020

Payment #3: Wednesday, March 25th, 2020

Payment #4: Saturday, April 25th, 2020

I have read and agree to the enrollment terms and conditions for Rilke Schule

Signature

✍ Signature

Auto pay?

No

If you select Auto pay, your payment method will be billed automatically on the dates of the payment schedule.

Terms and conditions **Next read the “Terms and Conditions”**

- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees and board members who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

Select the box to agree



I have read and agree to the enrollment terms and conditions for Rilke Schule

Then sign your name



Signature

 Francheska Bass

Dated: 12-01-2019

SUBMIT ENROLLMENT REQUEST



Finally, select “Submit Enrollment Request” to submit your final enrollment.



Rilke Schule

Good evening, Francheska!



Enrollment



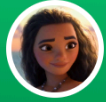
Forms



Financial



My account



Enrollment complete for **Kala test**

Your enrollment request was submitted successfully! Thank you for using the new Rilke Schule Clubs registration!

Rilke Schule Clubs administration will look over your club enrollment submissions and double check that everything is correct before finalizing your enrollment. Please contact us at RilkeClubs@rilkeschuleinc.org, if you have any questions.

Customer Service: RilkeClubs@rilkeschuleinc.org

[RETURN TO ENROLLMENTS PAGE](#)

Your Enrollment Request Has Now Been Submitted!
Thank you for your enrollment!