

KidStop Registration User Guide

Go to sheboyganrec.com and find the registration link to your child's school: sheboyganrec.com

Alternatively, log in to your Civic Rec account by selecting the following link:

<https://secure.rec1.com/WI/sheboygan-area-school-district-wi/catalog>

- 1.) Log in to or create your account (Please remember the account holder must be an adult)

Log In/Create Account Catalog Policies Help

Cart Empty

Welcome 0 All Programs 191 Adult Activities 0 Adult Fitness 46 Adult Sports 7

Childcare 10 High School Sports 0 Youth Aquatics 72 Youth Sports 50 Youth Other 6

Welcome to Sheboygan Community Recreation's Registration System!

BEFORE SETTING UP YOUR ACCOUNT, you should know:

- The first person entered will be the head of household and **must be an adult**
- When creating a new account, it is extremely important to **enter the adult's information first**, then add the child as an additional account member.
- The primary email address entered will be your username moving forward.

If you are getting the message "INELIGIBLE BY GRADE", please update your child's account information to reflect the correct grade and be sure to have an Adult listed as the primary account holder.

(Account->Edit User->Select grade)

Please call our front desk at 920-459-3773 with any questions.

- 2.) Once you're logged in to your account, click on the Childcare tab
- 3.) Select the KidStop location needed
- 4.) Click on your desired schedule (Morning or afternoon. If you need both, you will have to sign up for mornings and afternoons separately. To avoid having to fill out emergency information twice, we recommend you add both to your cart for one transaction)

[KIDSTOP 25/26 • CLEVELAND](#)

Pre-registration (Code 2538) must be completed and paid, for your child to be eligible to enroll in KidStop.

TO AVOID PAYING IN FULL AT CHECKOUT, BE SURE TO CHECK EVERY BOX INDICATING "PAY LATER" IN YOUR CART

KIDSTOP • Cleveland • Mornings (2336)

Cleveland Elementary

KIDSTOP • Cleveland • Afternoons (2539)

Cleveland Elementary

- 5.) Under ACCOUNT MEMBERS, check off next to the child(ren) you are registering. Once you have selected your child(ren) click on Select Dates.

The screenshot shows the 'ACCOUNT MEMBERS' section of a registration form. It contains a list of members with checkboxes. The first member is '(Adult)' with an unchecked checkbox. The second member is 'My Child (8)' with a checked checkbox, which is highlighted by a red rectangle. Below the list are two buttons: 'Add Account Member' and 'Add Non-Account Member'. At the bottom, there is a 'Quantity (Per Registrant):' field with the value '1'. A green 'Select Dates' button is located at the bottom left, also highlighted by a red rectangle.

- 6.) A calendar view will open. Navigate to your child's start month. Click on the dates you will need care. You may also click, hold, and drag until the end of the month to select the entire month. Please go through the entire school year calendar to have your child(ren) registered. (Keep in mind the Rec Department reserves the right to end childcare if days are not accurately selected).

The screenshot shows a calendar view for September 2025. On the left, there is a 'REGISTRANTS' section with a checked checkbox for 'My Child'. Below it is a 'RATE INFORMATION' section with five options: 'Choose 1 day for \$21.00', 'Choose 2 days for \$21.00', 'Choose 3 days for \$21.00', 'Choose 4 days for \$35.00', and 'Choose 5 days for \$35.00'. The main part of the screen is a calendar grid for September 2025. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. A red rectangle highlights the navigation controls at the top right of the calendar, which include a 'Today' button, left and right arrow buttons, and a 'SELECTED DATES' section. The text 'No dates selected' is visible in the bottom right corner of the calendar area.

- 7.) Once you have selected all the dates needed, click Add to Cart.
8.) If you are registering for both morning and afternoon, repeat steps 4-7.
9.) Click Checkout
10.) Please fill in all the required prompts. These prompts have replaced the previous paper emergency forms. It is important you fill out as many details as possible about your child. Please make sure to list ANYONE who might pick up your child at any point during the year. Once all information has been filled out, click Submit Responses.

- 11.) To **AVOID PAYING IN FULL** upon checkout, be sure to check every box indicating "**PAY LATER**" in your cart. Please be aware, there will be one for each week of the school year and one for every schedule (morning/afternoon). We know this step might be time-consuming, but it is the best way to ensure your payment plan is set up and will run smoothly.
Payments will be due every Friday before your week of childcare.
If you have not completed the pre-registration, the non-refundable and mandatory registration fee is automatically added to your cart and will be due immediately.

Payment

Item	Price
1. My Child for KIDSTOP 25/26 • CLEVELAND •KIDSTOP PRE-REGISTRATION• Cleveland	\$20.00
2. My Child for KIDSTOP 25/26 • CLEVELAND KIDSTOP • Cleveland • Mornings, week of 09/07-09/13 (Weekdays)	\$35.00

☐ Pay Later

CHECKOUT FOR LORI CARRILLO

[Browse Catalog](#)

[Prompts](#)

[Payment](#)

- 12.) Once complete, click Review Transaction.
13.) Please review & confirm your payment summary. Once you're done, click Complete transaction.
14.) Lastly, see your transaction receipt and have the option to send it to your email or print.

If you have any questions, please call 920-459-3773, Español 920-459-3775, Hmong 920-459-3774.



SHEBOYGAN AREA
— SCHOOL DISTRICT —
Community Recreation