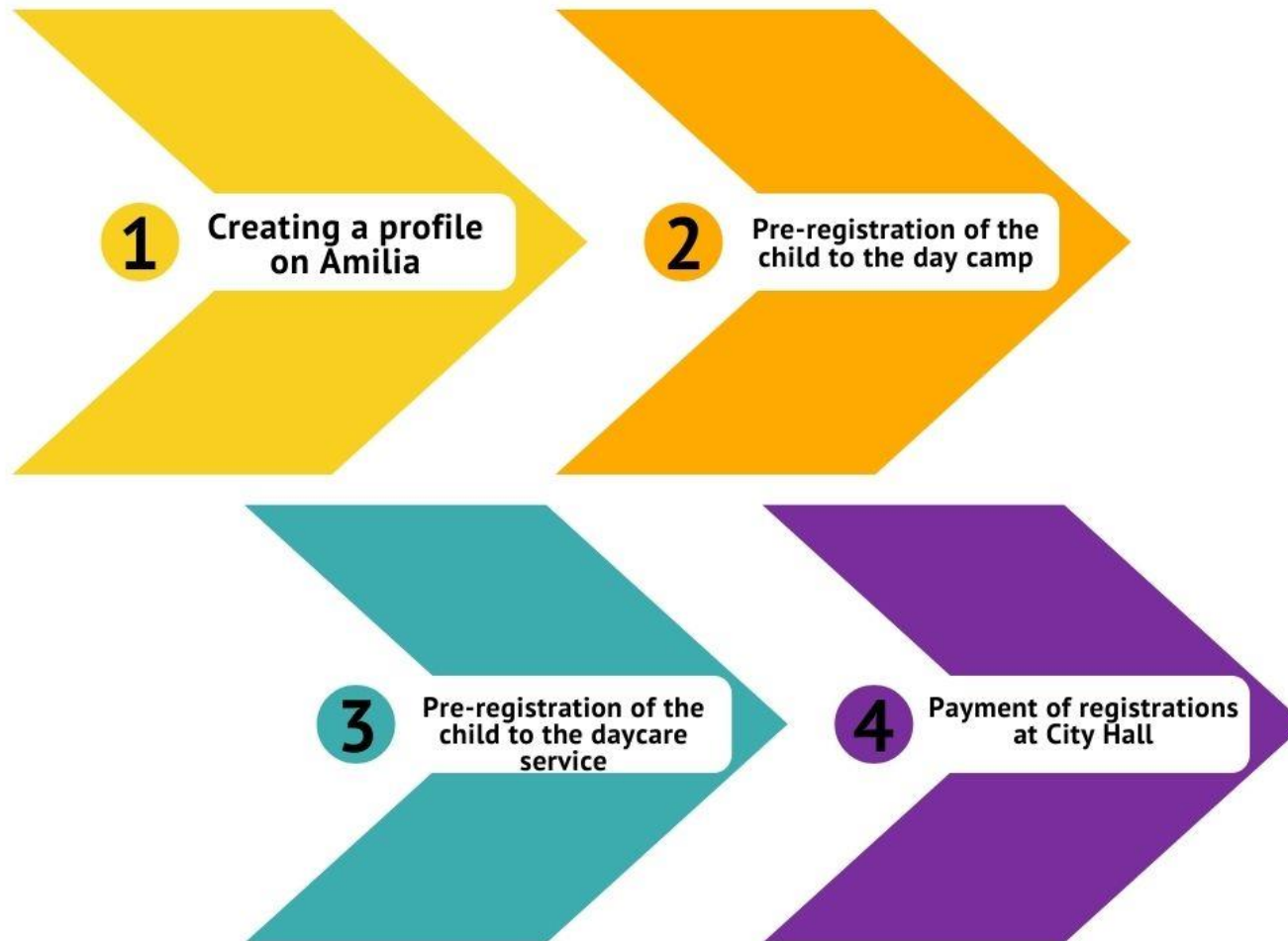


# **PROCEDURE FOR THE REGISTRATION PROCESS DAY CAMP 2022**

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- 🕒 **Registration opens on Tuesday, April 19, 2022 at 1:00 p.m.  
for residents and homeowners.  
Non-residents may register starting April 26, 1:00 pm.**

## SUMMARY OF THE PROCEDURE





## 2022 DAY CAMP RATES

**CAMP SCHEDULE** : from 9 a.m. to 4 p.m., Monday to Thursday

	Residents and homeowners	Non-residents
Full summer	515\$	850\$
Weekly rates		
1st child	75\$	120\$
2nd child	70\$	120\$
Any additional children	65\$	120\$

## DAYCARE RATES 2022

**SCHEDULE** : from 7:30 a.m. to 9 a.m. and/or from 4 p.m. to 5:30 p.m., Monday to Thursday

	Residents and homeowners	Non-residents
Weekly rates		
from 7:30 a.m. to 9 a.m.	17\$	35\$
from 4 p.m. to 5:30 p.m.	17\$	35\$

## SWIMMING LESSONS FOR CHILDREN RATES 2022

	Residents and homeowners	Non-residents
Full Summer - Ages 4 to 8 (30 minute class)	60\$	105\$
Full summer - Ages 9 to 12 (one hour class)	70\$	115\$

### 1. Create an Amilia account

If you already have an Amilia account, you can proceed to step 2 as soon as the registrations are open.



If you don't have an account yet, you must create one on the Amilia platform:

1.1. Click on the following link to access the Town of Sutton's boutique: <https://www.amilia.com/store/en/ville-de-sutton/shop/programs>

1.2. Click on Login at the top right

Login Français

Merchandise

No programs are available right now.



1.3. Click on Sign up at the top right

Log in **Sign up** Français

### Log in

Ville de Sutton



coordo.loisirs@sutton.ca  
(450) 538-2290

Email

Password


Log in

[Create an account](#) or [reset your password](#)

Exploring Amilia? [Check us out here.](#)

 Log in with Facebook

 Log in with Google

 Log in with Microsoft 365

1.4. Enter your information and click on Create and account

### Create an account

Ville de Sutton



coordo.loisirs@sutton.ca  
(450) 538-2290

First name

Last name

Email


Password

Create an account

By clicking on "Create an account", you agree to the [User Service Agreement](#) and [Privacy Policy](#).

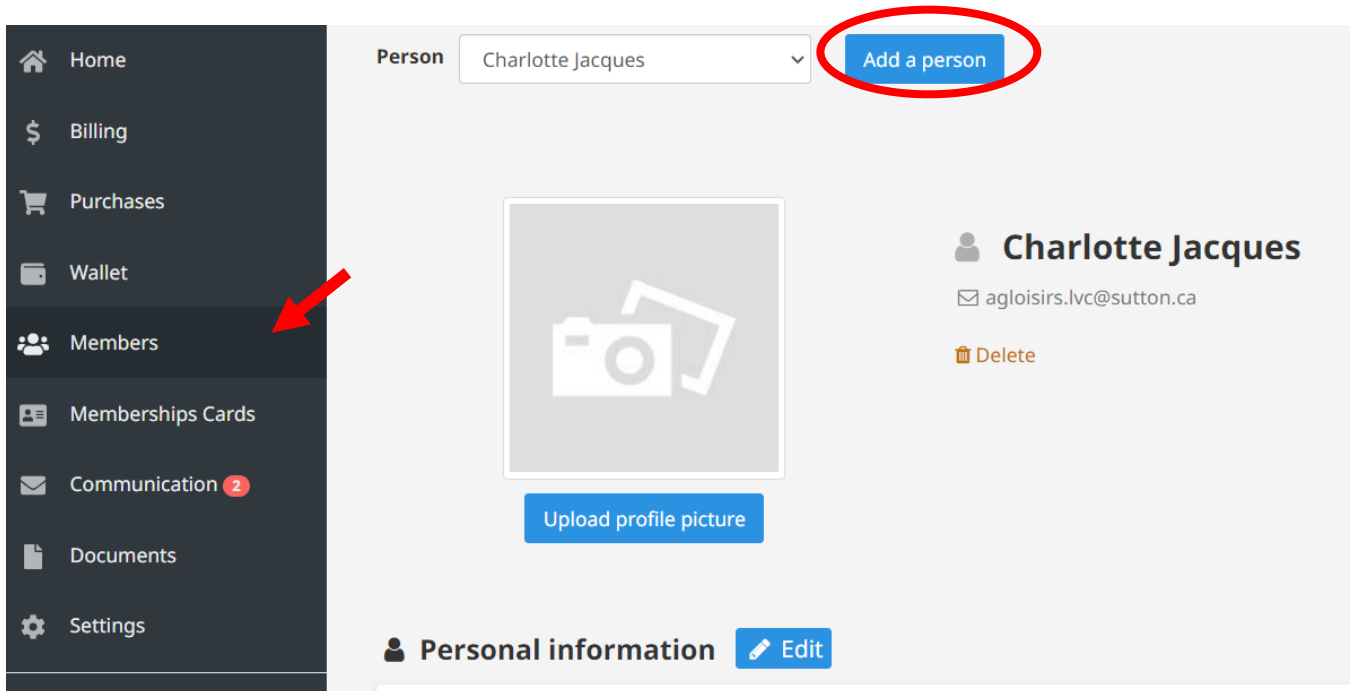
 Log in with Facebook

 Log in with Google

 Log in with Microsoft 365



- 1.5. You will be taken to a page that confirms the creation of your account. **Go to your email box to retrieve the email and confirm your email address.** Don't forget to check your junk mail if you didn't receive it.
  
- 1.6. Once your email is confirmed, you can login to your Amilia account.
  
- 1.7. Add the children to be registered for the day camp to your profile in the Members section.





1.8. Enter the requested information in the window that appears

Add a person

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**First name**

**Last name**

**Gender**  ▾

Child  Adult

**Date of birth**  ▾  ▾  ▾

1.9. Repeat steps 1.7 and 1.8 for each child to be enrolled in day camp

Once you have completed these steps, you may proceed directly to Step 2 on the opening day of registration: **Tuesday, April 19, 2022 at 1:00 p.m.** (residents and homeowners) or **Tuesday, April 26, 2022 at 1:00 p.m.** (non-residents).

## 2. Register your children for day camp

2.1. Click the following link to reach the Amilia boutique of the Town of Sutton: <https://www.amilia.com/store/en/ville-de-sutton/shop/programs>


2.2. Select the option of your choice (full summer or weekly registration)

Merchandise

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Programs ← Back

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 Pré-inscriptions - Camp de jour municipal 2022 /  
Pre-registration - Municipal day camp 2022

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**▣ Camp de jour - Day camp**

- +** Été complet - Full summer
- +** Inscription à la semaine / Weekly registration

2.3. Click on the add to cart button

 Pré-inscriptions - Camp de jour municipal 2022 /  
Pre-registration - Municipal day camp 2022

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**▣ Camp de jour - Day camp**

- ▣ Été complet - Full summer**

**Été complet - Full summer**  
[More information ...](#)


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**Schedule:** ☉ On Monday, Tuesday, Wednesday, Thursday from 9:00 AM to 4:00 PM.

**Start date:** 6/27/2022

**Available:** 8/10

**Session**

  
\$515.00



2.4. Log in to your account using the window that appears, if it was not already done

## Connexion

Courriel

Mot de passe

Connexion

[Créer un compte](#) ou [réinitialiser votre mot de passe](#)

Curieux à propos d'Amilia? [Jetez un coup d'oeil ici.](#)

 Connexion avec Facebook

 Connexion avec Google

 Connexion avec Microsoft 365



## 2.5. Agree to share your profile with the Town of Sutton

### Share profile ×

In order to go ahead with your purchase, Amilia needs to share your information with **Ville de Sutton**.

Do you consent to share your Amilia profile with **Ville de Sutton**?

I consent

Cancel

Continue

## 2.6. Select the children to be registered

### Select participants to register ×

#### Été complet - Full summer

🕒 On Monday, Tuesday, Wednesday, Thursday from 9:00 AM to 4:00 PM.

📅 From 6/27/2022 until 8/18/2022

💰 \$515.00 Taxes waived

**Required age:** 4 - 12 on the day of the activity

👤 Click on to add to your cart

Name of child 2 (5 yrs. 2 mos.)

Name of child 1 (10 yrs.)

Charlotte Levesque

Continue Shopping

Checkout



- 2.7. If you wish to add another week, click on Continue shopping and repeat from step 2.3. Otherwise, click on Checkout.
  
- 2.8. Provide the postal code for each child.
  
- 2.9. You arrive on the summary of your order. You can continue shopping, delete the selected options, or confirm the order.
  
- 2.10. Once the order has been confirmed, provide the information for the account manager and each child registered.

You will need to choose two different contacts: one that will be the primary legal guardian, and one for the emergency contact. To add an emergency contact, click on New and fill in the required information.

**Select a Primary Legal Guardian**

Please select...

Select a Secondary Legal Guardian (optional)

None

**Select an Emergency Contact**

Please select...

Select a second Emergency Contact (optional)

None



2.11. Once you have entered all the information, click on Continue my purchase at the bottom of the screen.

2.12. Read and accept the terms and conditions.

Ville de Sutton

Your order Your information **Payment** Confirmation

Payment [View order details](#) [Add more items](#)

**\$1,030.00**  
*offline*  
Your transaction is not complete until you accept the general terms of Ville de Sutton and click the complete purchase button.

**You will need to make a payment directly to Ville de Sutton.**

I accept the Terms and conditions

[Complete purchase](#)

2.13. Click on Complete purchase.

Ville de Sutton

Your order Your information **Payment** Confirmation

Payment [View order details](#) [Add more items](#)

**\$1,030.00**  
*offline*  
Your transaction is not complete until you accept the general terms of Ville de Sutton and click the complete purchase button.

**You will need to make a payment directly to Ville de Sutton.**

I accept the Terms and conditions

[Complete purchase](#)

- 2.14. You will arrive on the page with your invoice. You will also receive a copy by email. Your pre-registration to the day camp is done!

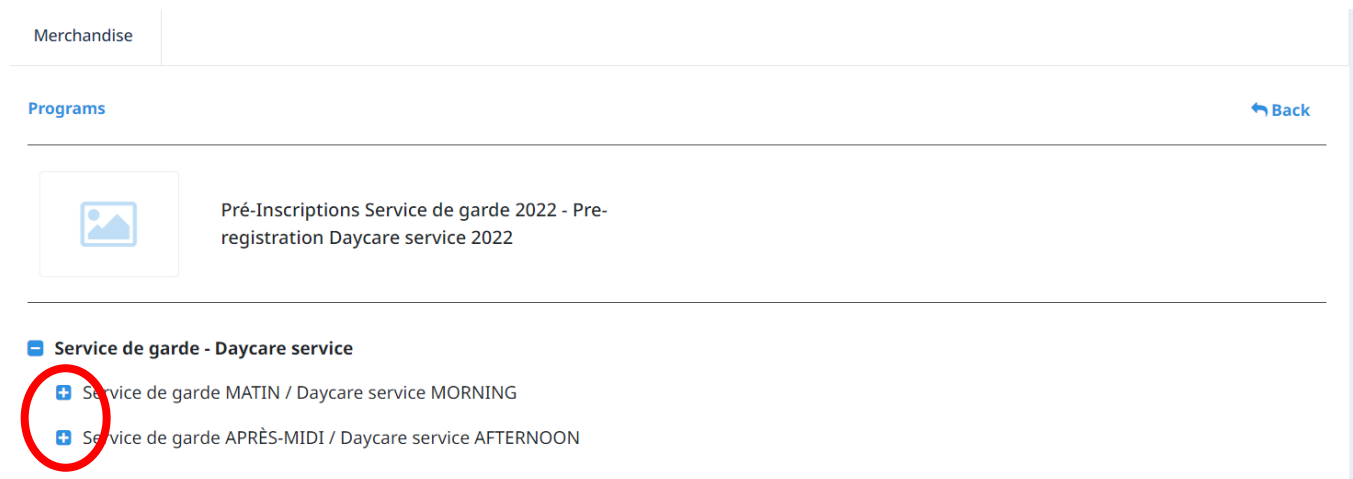
You may now register your child(ren) for daycare, or proceed to step 4 (payment of registration).

### 3. Register your children in daycare

- 3.1. Click on the following link:

<https://www.amilia.com/store/en/ville-de-sutton/shop/programs>

- 3.2. Select the service you want to register your children for (morning, afternoon)



The screenshot shows a web interface for daycare registration. At the top, there is a 'Merchandise' tab. Below it, the 'Programs' section is active, with a 'Back' button in the top right corner. A card for 'Pré-Inscriptions Service de garde 2022 - Pre-registration Daycare service 2022' is displayed. Underneath, a dropdown menu is open for 'Service de garde - Daycare service', showing two options: 'Service de garde MATIN / Daycare service MORNING' and 'Service de garde APRÈS-MIDI / Daycare service AFTERNOON'. The second option is circled in red.

Merchandise

Programs [Back](#)

Pré-Inscriptions Service de garde 2022 - Pre-registration Daycare service 2022

Service de garde - Daycare service

- Service de garde MATIN / Daycare service MORNING
- Service de garde APRÈS-MIDI / Daycare service AFTERNOON

### 3.3. Add the desired week(s) to the basket.

Service de garde - Daycare service

Service de garde MATIN / Daycare service MORNING

**Semaine 1 (lundi au jeudi) - Week 1 (Monday to Thursday)**  
Informations supplémentaires ...

Horaire : Du 27 juin 2022 à 07:30, jusqu'au 30 juin 2022 à 09:00

Date de début : 2022-06-27

Disponibles : 20/20

Liste d'attente : 0 en liste d'attente

**À la session**  
17,00 \$

**Semaine 2 (lundi au jeudi) - Week 2 (Monday to Thursday)**  
Informations supplémentaires ...

Horaire : Du 4 juillet 2022 à 07:30, jusqu'au 7 juillet 2022 à 09:00

Date de début : 2022-07-04

**À la session**  
17,00 \$

### 3.4. Select children to register.


**Select participants to register**


**Semaine 1 (lundi au jeudi) - Week 1 (Monday to Thursday)**


From Monday, June 27, 2022 at 7:30 AM until Thursday, June 30, 2022 at 9:00 AM

\$17.00 Taxes waived

**Required age:** 4 - 12 on the day of the activity

Click on  to add to your cart

 Name of child 2 (5 yrs. 2 mos.)

 Name of child 1 (10 yrs.)

Continue Shopping    Checkout

3.5. If you wish to add another week, click on Continue shopping and repeat from step 3.3. Otherwise, click on Checkout.

3.6. You arrive on the summary of your order. You can continue shopping, delete the selected options, or confirm the order.



- 3.7. Once the order has been confirmed, provide the information for the account manager and each child registered.

You will need to choose two different contacts: one that will be the primary legal guardian, and one for the emergency contact. To add an emergency contact, click on New and fill in the required information.

#### Select a Primary Legal Guardian

Please select...   Edit  + New

#### Select a Secondary Legal Guardian (optional)

None   Edit  + New

#### Select an Emergency Contact

Please select...   Edit  + New

#### Select a second Emergency Contact (optional)

None   Edit  + New

- 3.8. Once you have entered all the information, click on Continue my purchase at the bottom of the screen



### 3.9. Read and accept the terms and conditions

The screenshot shows the Ville de Sutton website's payment process. At the top, a progress bar indicates four steps: "Your order", "Your information", "Payment", and "Confirmation". The "Payment" step is currently active. Below the progress bar, the page title is "Payment". There are two links: "View order details" and "Add more items". On the left, a grey box displays the amount "\$34.00" and a warning: "Your transaction is not complete until you accept the general terms of Ville de Sutton and click the complete purchase button." In the center, a red circle highlights the text "You will need to make a payment directly to Ville de Sutton." and a checkbox labeled "I accept the Terms and conditions". Below this is a blue "Complete purchase" button.

### 3.10. Click on Complete purchase

This screenshot is identical to the previous one, showing the Ville de Sutton payment page. However, in this version, a red circle highlights the blue "Complete purchase" button, indicating the next step in the process.



3.11. You will arrive on the page with your invoice. You will also receive a copy by email. Your pre-registration for daycare is done!

You must now proceed to **step 4** (payment of registrations).

## 4. Proceed to the payment of your registrations

Once the online pre-registration is complete, you will need to come to the Town Hall located at 11, rue Principale Sud in Sutton to make payment by cash or cheque **to confirm your registration.**

### Payment dates

To secure your child(ren)'s place, a deposit in the amount of your choice is required before May 6, 2022.

Multiple deposits can be made, but you must have made full payments according to the following guidelines:

- For the weeks of June 27 to July 22, 2022, payment must be made by June 13, 2022.
- For the weeks of July 25 to August 19, 2022, payment must be made by July 11, 2022.

### Hours of Operation

The hours of operation for City Hall are:

Monday to Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

Saturday and Sunday: closed

It will also be possible to pay the deposit on the evening of Thursday, May 5, 2022 between 4:30 p.m. and 7 p.m.