

# Steps to Follow for Camp Application Process

[www.drffountain.ca/summer-camp](http://www.drffountain.ca/summer-camp)

**1.**

Creating your  
Jane App Account  
and Booking Your  
Application  
Phone Call

**2.**

Filling Out the Intake  
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**3.**

Complete  
Application Phone  
Call with Camp  
Administrator

**4.**

Child(ren)  
Attend Camp  
Intake

**5.**

Pending Application  
Status, Office Will  
Contact Regarding  
Status Following  
Intake

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Reference step-by-step guide  
below to help navigating on our  
online portal (Jane). If problems  
persist, please follow up with an  
email to [camp@drffountain.ca](mailto:camp@drffountain.ca)



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# 1. Creating your Jane App account and Booking Your Application Phone Call

1. On the Practice Website, under Group Programming > Summer Camp, scroll down until you find the "Registration Application" button, click button
2. If you have previously created an account with us, this will prompt you to log in with your email and password
3. If you have NOT previously created an account with us, please enter your email address
  - a. You will then be prompted to add your contact information
  - b. And the last question before you click "continue" will ask if you would like to add other family members, select "no" from the drop down menu (you will add your child as a family member at a later step)
  - c. Create a password and confirm to finish creating your profile
4. You will then be brought to your Account home page
5. You will now need to add a child to register for Camp.
  - a. On the menu on the left hand side of the page select "Family Members"
  - b. When on the family members page, at the top right hand corner select "add family member"
  - c. Fill out information about your child and save
  - d. If you have more than one child that you want to register for camp, please then select the "add family member" button again and add child #2's information, save
  - e. Repeat for as many children as you would like to register for camp
6. Now you will need to schedule a 15 minute phone call with our camp administrator to discuss details regarding proceeding with our Intake Process, to do so:
  - a. On the hand side of the page, select "book appointment"
  - b. Under "select a treatment", select the Cycle of camp for which you would like to register your child
  - c. Navigate to a date and time that you are available to complete this 15 minute phone call, select time frame that works best for you
  - d. Select specific 15 minute visit time
  - e. The time slot will be held for 10 minutes – click "continue"
  - f. When asked "who is this appointment for?"
    - i. Select child's name from the drop down menu
  - g. This will bring you to a "thank you for booking" page
  - h. If you have more than one child you are registering:
    - i. Scroll to the bottom and select "book additional appointments"
    - ii. Repeat steps 6b-g – selecting Child #2's name from the drop down menu on step "f"
7. You have now successfully completed the first step of Registration – Booking the Application Phone Call

## 2. Filling Out the Intake Forms

1. Before completing the application phone call, you will need to fill out the "intake forms" for each child that you wish to register for camp
2. If you are on the "thank you for booking" page:
  - a. Scroll down to the bottom and select "view my account"
3. If you are on the "book an appointment" page
  - a. Select the "menu" icon at the top right hand corner of the screen (3 horizontal lines)
  - b. And select "my account"
4. You will then see "please fill out our online intake form"
  - a. If you have applied for more than one child, you should see the option to fill out the forms separately for EACH child
5. Please complete these intake forms at least 48hrs prior to your scheduled Application phone call to allow our Camp Administrator time to review your paperwork

## 3. Complete Application Phone Call with Camp Administrator

1. Camp administrator will contact you (at the number you provided when creating your online account) at the time that you have booked your appointment
  - a. If you have forgotten the times that you selected, navigate to "your account" and view your "upcoming appointments"
2. At this phone call, our Camp Administrator will discuss any missing information from your forms, billing and payment options, as well as scheduling a Camp Intake for child(ren) to attend.

## 4. Child(ren) Attend Camp Intake

1. Child(ren) attend group Camp Intake at the Practice

## 5. Following intake you will be contacted regarding your child's approval status

1. Following the Camp Intake, you will be contacted regarding your child's approval status within ~5 business days.