



**KIDS'**  
**COUNTRY**

Explore . Discover . Shine



## SchoolCare Works Parent Quick Guide

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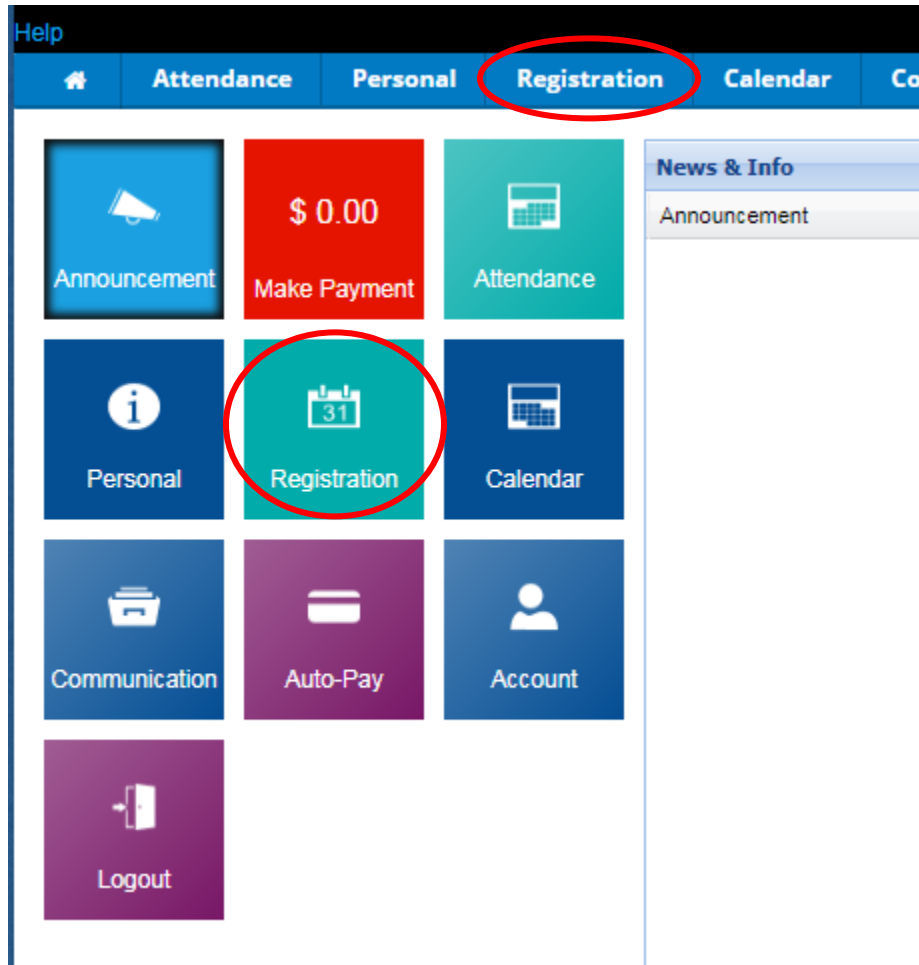
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# Signing up for a School Year or Summer Program

1. Select **Registration** from the tab on top or the registration tile in the center.



2. Choose your **location** from the drop down. This will limit the number of programs shown.

A screenshot of a 'Choose a Location' dropdown menu. The title 'Choose a Location' is in a blue header. Below it, the label 'Location' is followed by a dropdown menu. The dropdown menu is currently open, showing the selected option 'Kids' Country' and a small downward arrow on the right side.

3. **View Offerings** for School Year Care or Summer Camp.

**School Year Care**

We offer comprehensive before and afterschool programs at our 15 sites which are designed to expand a child's world view. From arts and sciences to intramural sports; from Edible Education to weekly project-based Clubs, Kids' Country kids are always engaged! Our expert staff also offer a variety of technology and resources to help children with their homework.

\* Kids' Country serves children entering TK- 12 years of age.

**Click to View Offerings**

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**Summer Camp**

Summer is a time when children want to be free and explore in innovative and adventurous environments. Kids' Country offers a variety of fun and enriching camps to capture kids' imaginations. Art, theatre, game design, maker of the future, extreme sports, outdoor adventures, sleep-away with kayaking and campfires, and field trips galore make for a summer of fun.

\* Kids' Country serves children entering TK- 12 years of age.

**Click to View Offerings**

4. Enter student's **grade** in the search box. This will limit the number of programs shown.

**Search Programs**

Q 1st

\*You can type in the grade your child is entering, and it will only show those programs\*

5. Choose your program by selecting **ENROLL**. You will be prompted to choose **which children** you would like to enroll. Select all that apply. Click Submit.

**TK/K - Before School Only (BSO) - (\$195/month)**

**Monthly Tuition \$195.00**

**Location:** Kids' Country - Bollinger Canyon - School year 2019 - 2020 - TK/K - Before School Only (BSO) - (\$195/month)

**When:** 08/13/2019 until 05/29/2020

**Grade(s):** Transitional Kindergarten (TK) to Kindergarten

**Total Enrollment 1**

: Please select the children to register for this program X

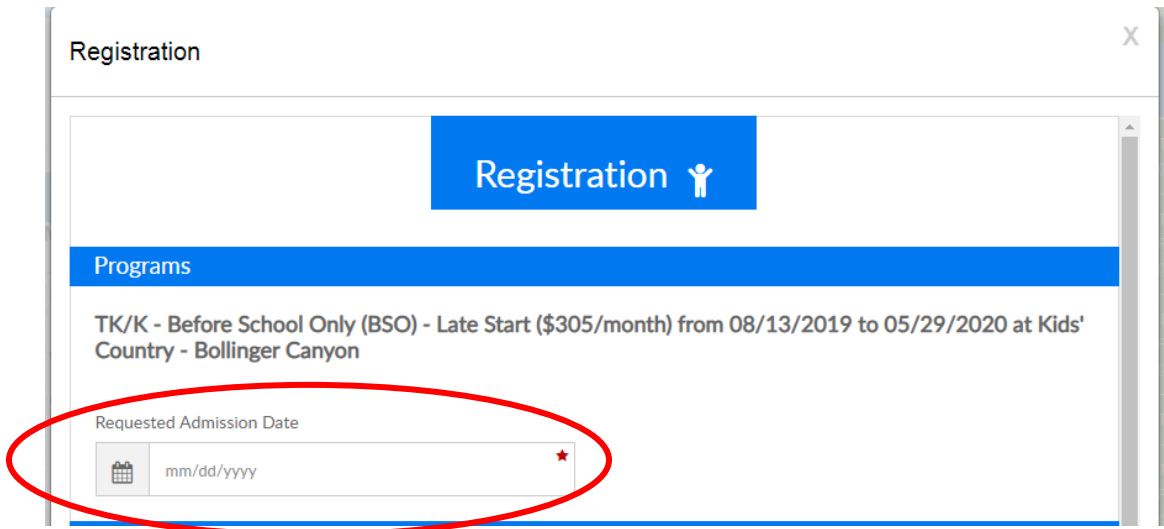
**Registration Fee 0.00**

**Enroll**

Melina Test

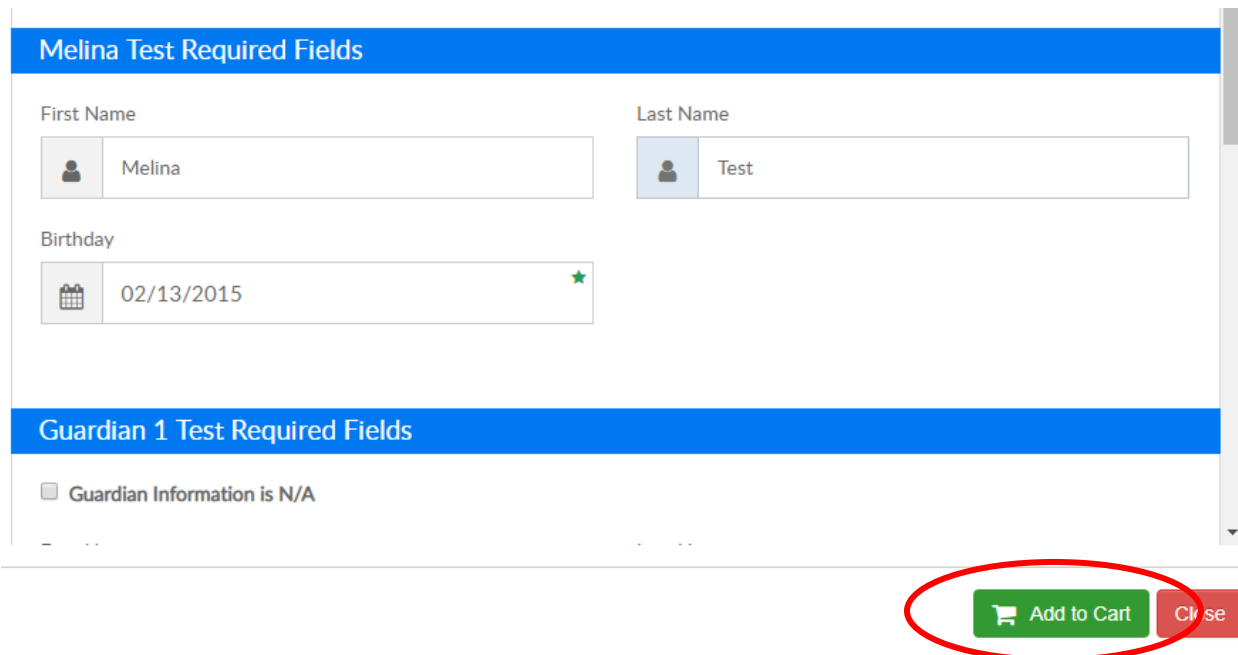
**Submit** **Close**

6. In the pop-up window, answer all required fields. Set Requested Admission Date as **"Today's Date"**.



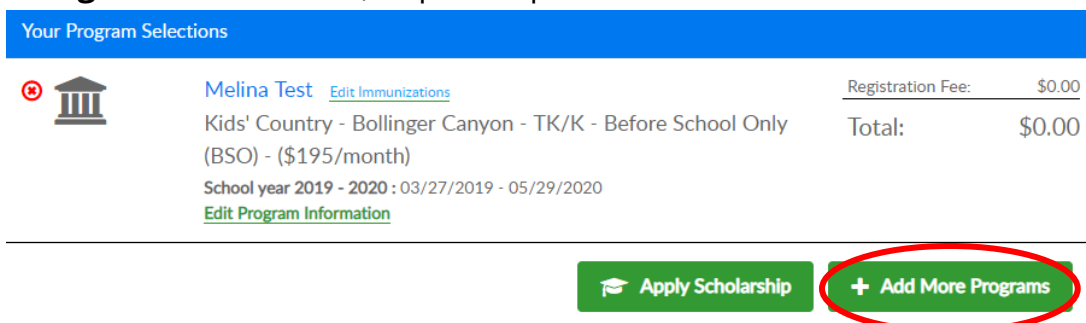
The image shows a registration pop-up window titled "Registration". At the top, there is a blue header with the word "Registration" and a person icon. Below this, a blue bar contains the word "Programs". The main content area displays the program details: "TK/K - Before School Only (BSO) - Late Start (\$305/month) from 08/13/2019 to 05/29/2020 at Kids' Country - Bollinger Canyon". A red circle highlights the "Requested Admission Date" field, which is a date picker showing "mm/dd/yyyy" and a red star icon indicating it is a required field.

7. Once all required fields are completed, **Add to Cart**.




The image shows a registration form with two sections: "Melina Test Required Fields" and "Guardian 1 Test Required Fields". The "Melina Test Required Fields" section includes input fields for "First Name" (Melina), "Last Name" (Test), and "Birthday" (02/13/2015). The "Guardian 1 Test Required Fields" section has a checkbox labeled "Guardian Information is N/A". At the bottom right, there are two buttons: "Add to Cart" (green with a shopping cart icon) and "Close" (red), both of which are circled in red.

8. If you need to sign up for additional programs or add a sibling's program, select **"Add More Programs"**. Otherwise, skip to step 9.



The image shows a summary of program selections. It features a blue header "Your Program Selections" and a table with the following information:

	Melina Test <a href="#">Edit Immunizations</a>	Registration Fee:	\$0.00
	Kids' Country - Bollinger Canyon - TK/K - Before School Only (BSO) - (\$195/month)	Total:	\$0.00
	School year 2019 - 2020 : 03/27/2019 - 05/29/2020		
	<a href="#">Edit Program Information</a>		

At the bottom, there are two buttons: "Apply Scholarship" (green with a graduation cap icon) and "Add More Programs" (green with a plus sign), both of which are circled in red.

9. Complete Registration.

Payment Information Edit

Payment Type

\$ Check Out ★

Check Unlock

CONTINUE

Confirmation Questions

Subtotal \$0.00

Amount Due \$0.00

Complete Registration

10. You will be prompted to verify that you have reviewed and agree to the terms within the Parent Handbook.

Confirmation Questions Edit

I understand that it is my responsibility to review Kids' Country policies as detailed in the parent handbook that is available at [www.kidscountry.org](http://www.kidscountry.org) (A printed copy will be made available upon request). I agree to abide by the policies stated herein and those contained in the parent handbook.

Please read and answer each question.

11. Next the system will require an E-Signature. Ensure it matches Guardian 1's name as entered during the initial account set up.

Electronic Signature X

Please enter your electronic signature to submit registration

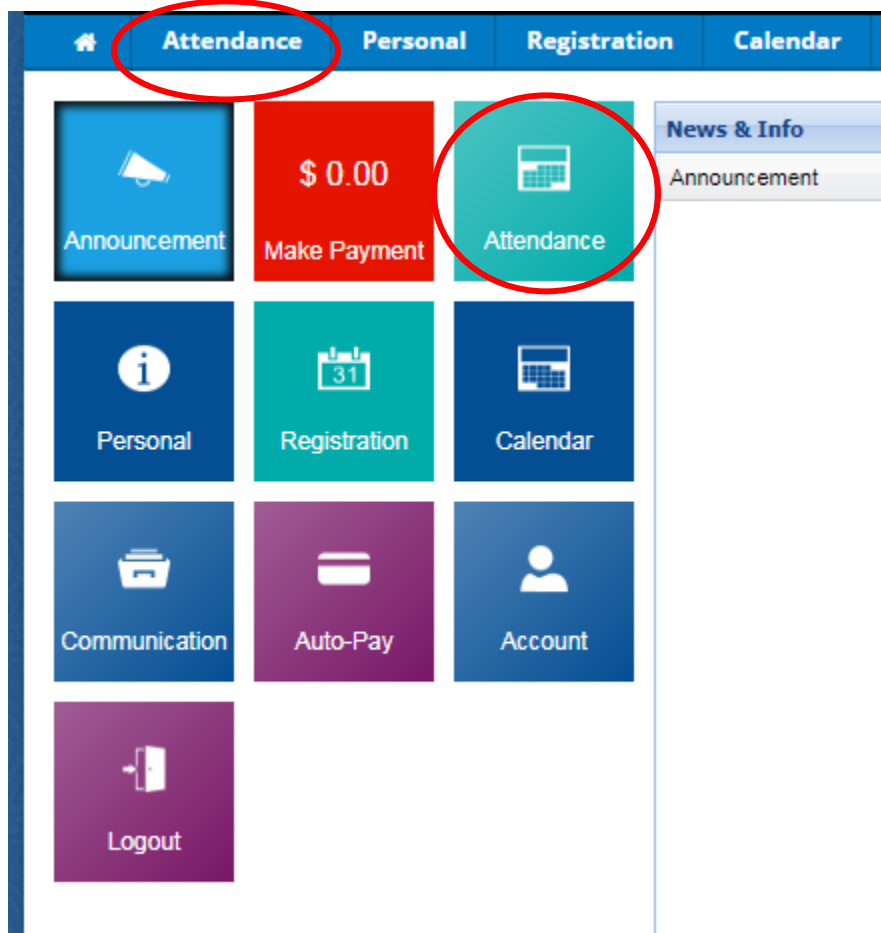
Guardian 1 Test ★

Submit Close



You will receive an email confirming your program was successfully added.

# Changing and Cancelling a Program

1. Select **Attendance** on top or within tiles.



2. Click the blue **edit** button to make changes or the red delete button to **cancel**.

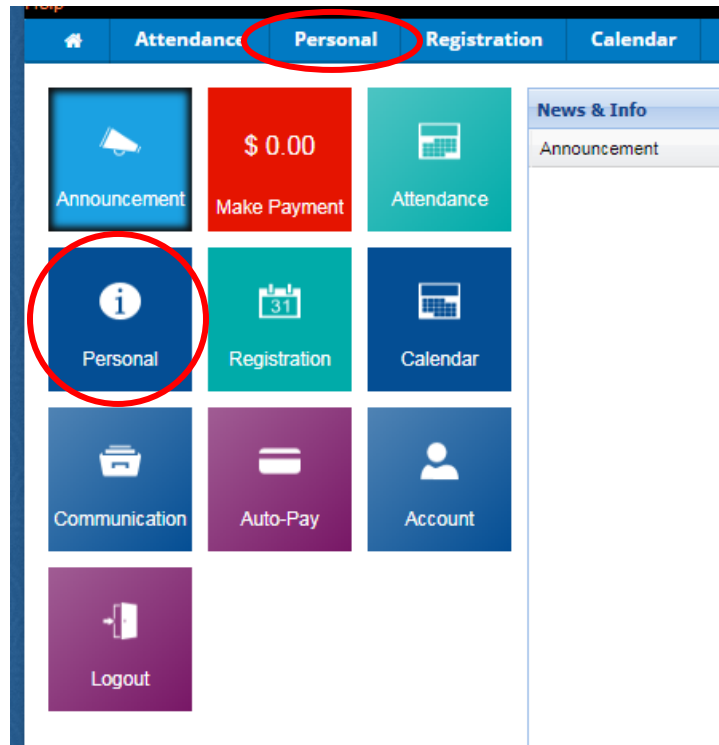
Program Assignments						
	Active	Room	Effective Date	End Date	M	T
 		TK/K - Before School Only (BSO) - (\$195/month) ~ Kids' Country - Bollinger Canyon	08/13/2019	05/29/2020		



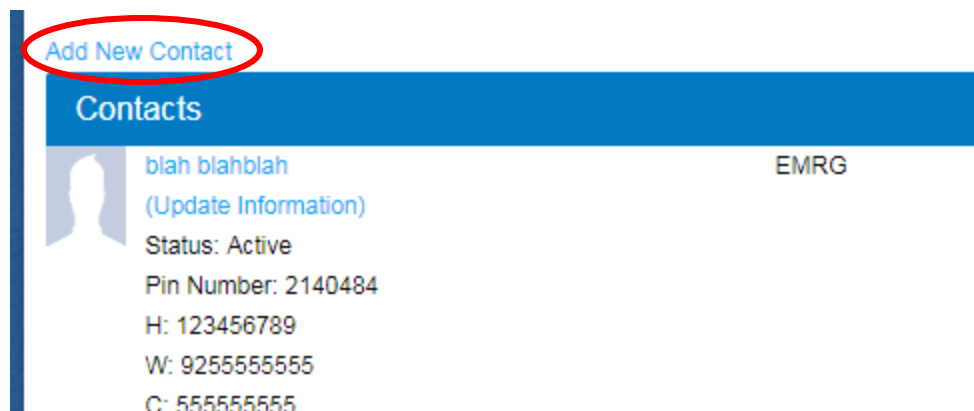


# Adding Emergency Contacts

1. On your Connect Portal, click the **Personal** tab or tile.



2. Just above **Contacts**, click **Add New Contact**.



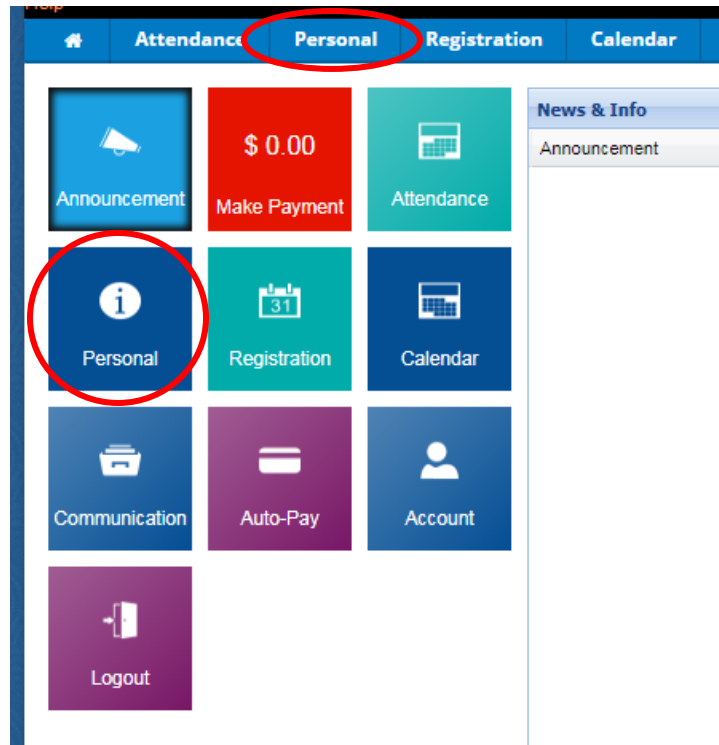
3. Enter in your contacts information. At the very bottom, select **YES** on **Apply Contact to All Children**, then click **SAVE**.

A screenshot of the contact information form. The form contains several input fields: 'Employer State:' (a dropdown menu), 'Employer Zip:' (a text box), 'Work Phone:' (a text box), and 'Occupation:' (a text box). At the bottom of the form, there is a dropdown menu labeled 'Apply Contact To All Children:' with 'Yes' selected, which is circled in red. Below the form are two buttons: 'Save' (blue) and 'Cancel' (grey), with the 'Save' button circled in red.

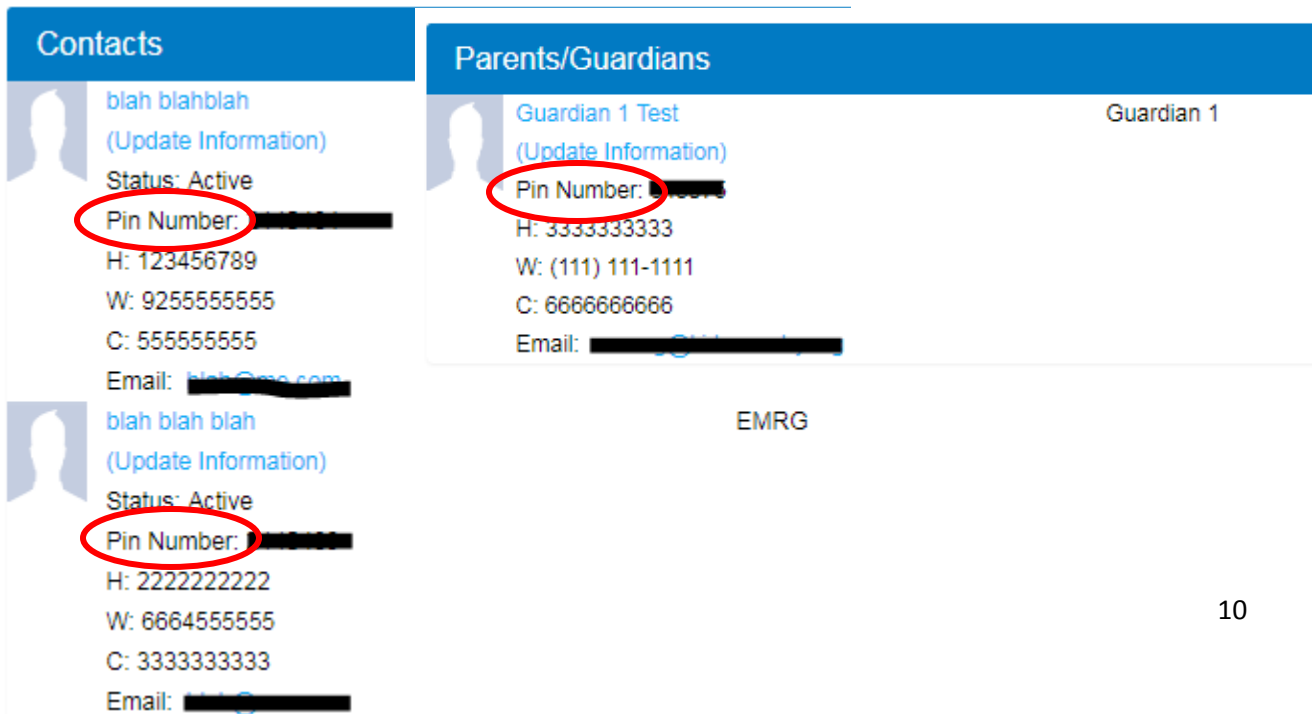
# Guardian and Emergency Contact PIN

## Used for Sign In & Sign Out on iPads

4. On your Connect Portal, click the **Personal** tab or tile.

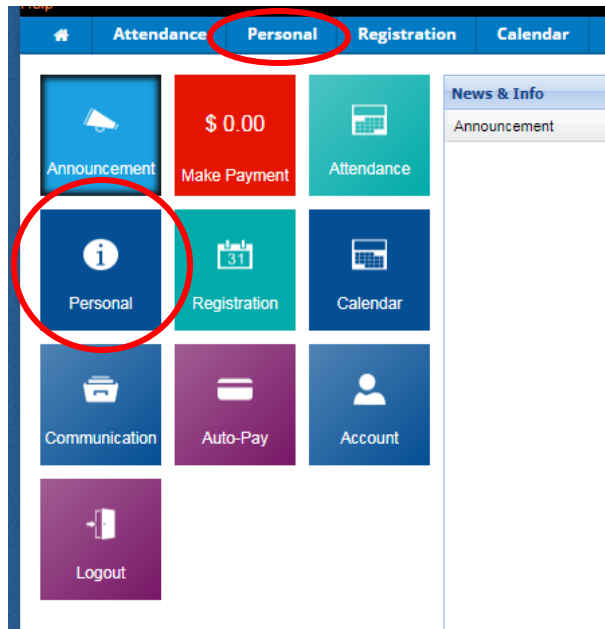


5. Under **Parents/Guardians** you will see a Pin Number listed for each Guardian. Under **Contacts** you will see a Pin Number listed for each Emergency Contact.

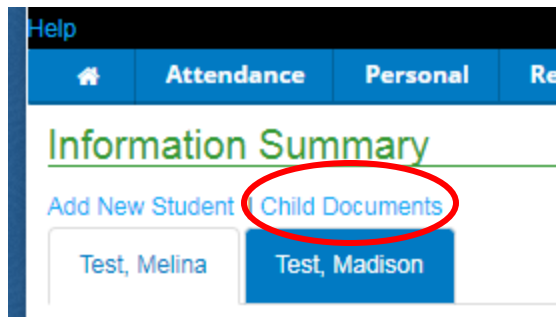


# Uploading Documents

1. On your Connect Portal, click the **Personal** tab or tile.



2. Under **Information Summary**, click on Child Documents.

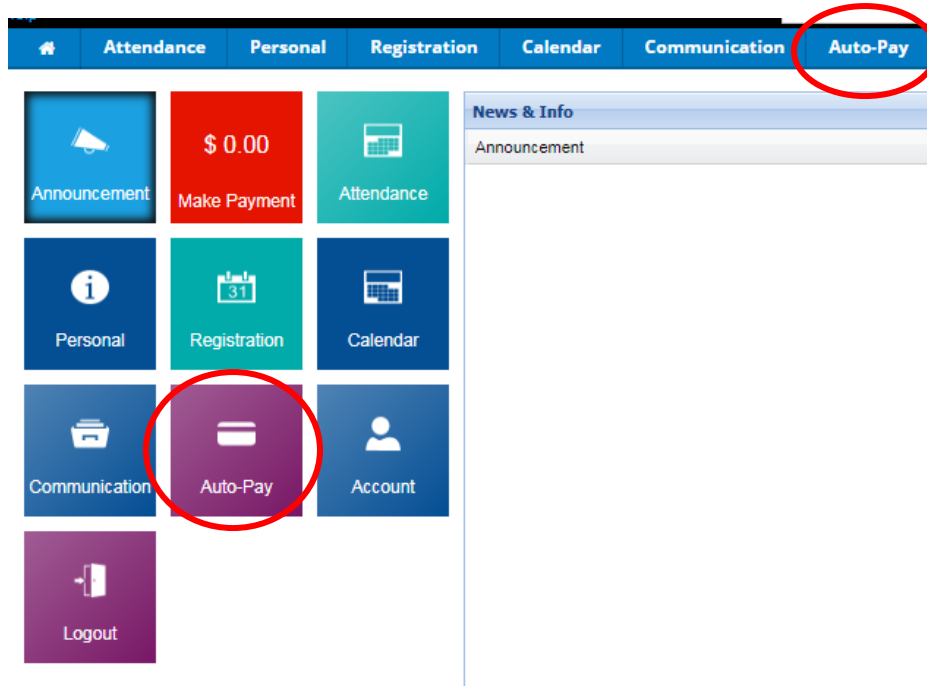


3. Select desired document type under **Document Type**. Add a **description** of your document. **Browse** and **attach** your desired file. Then click **Upload**.

A screenshot of the 'Upload Document' form. The 'Document Type' dropdown is set to 'CustodyVPDF' and is circled in red. The 'Description' text area is also circled in red. The 'Browse File' button is circled in red. At the bottom right, the 'Upload' button is circled in red, next to a 'Cancel' button.

# Setting up Auto-Pay

1. On your Connect Portal, click the Auto-Pay tab or tile.



2. Confirm your billing address that pre-populates from your account and choose a Payment Type of either Credit Card or ACH.

**Add New Auto Payment Method**

Account Holder:	Guardian 1	Test
Account Address:	44 blah circle	
Account City:	san ramon	
Account State:	CA California ▼	
Account Zip:	94583	5 digits(ex: #####)
Holder Email:	mwong@kidscountry.org	
Phone Number:	3333333333	10 digits(ex: ###-###-####)
Payment Type:	Credit Card ▼	

- Depending on what Payment Type you have chosen, input either your credit card information (MasterCard, Visa, American Express, Discover) or your bank information.

**Credit/Debit Card Information**

Card Type:

Card Number:

Expiration Date:

Recurring:

First Payment Date:

By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

**SAVE**

**Banking Information**

Your name \_\_\_\_\_ Date \_\_\_\_\_ 301  
Your address \_\_\_\_\_  
Your city, state, zip code \_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$   
\_\_\_\_\_ Dollars

Memo \_\_\_\_\_

⑆ 0123456789 ⑆ 01234567890 ⑆ 0301

**9-digit Routing Number**      Account Number

Bank Account Type:

Routing Number:

Bank Account Number:

Confirm Bank Account Number:

Recurring:

First Payment Date:

By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

**SAVE**

- Click **SAVE** once all information is input properly. Auto-Pay will be drafted on the 1<sup>st</sup> of every month.