

KIDS'
COUNTRY

Explore . Discover . Shine



SchoolCare Works Parent Quick Guide

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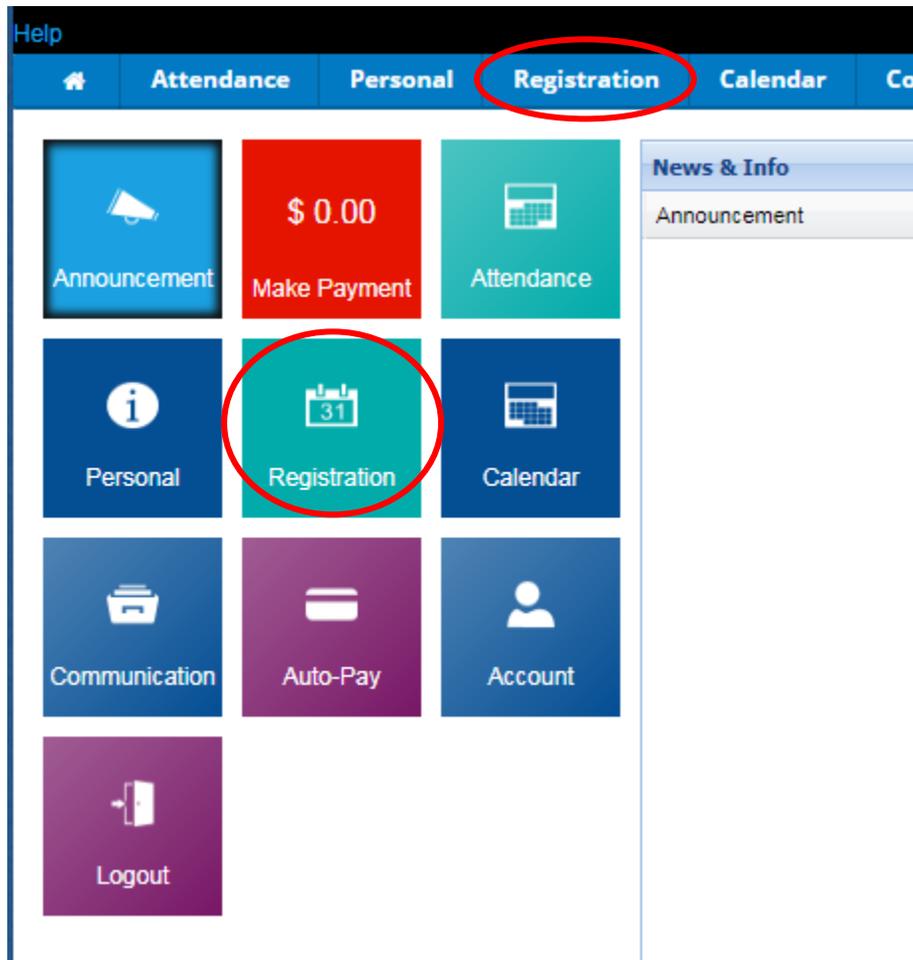
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Signing up for a School Year or Summer Program

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 box. The dropdown box contains a small grid icon on the left and the text 'Kids' Country' in the center, with a downward-pointing 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

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

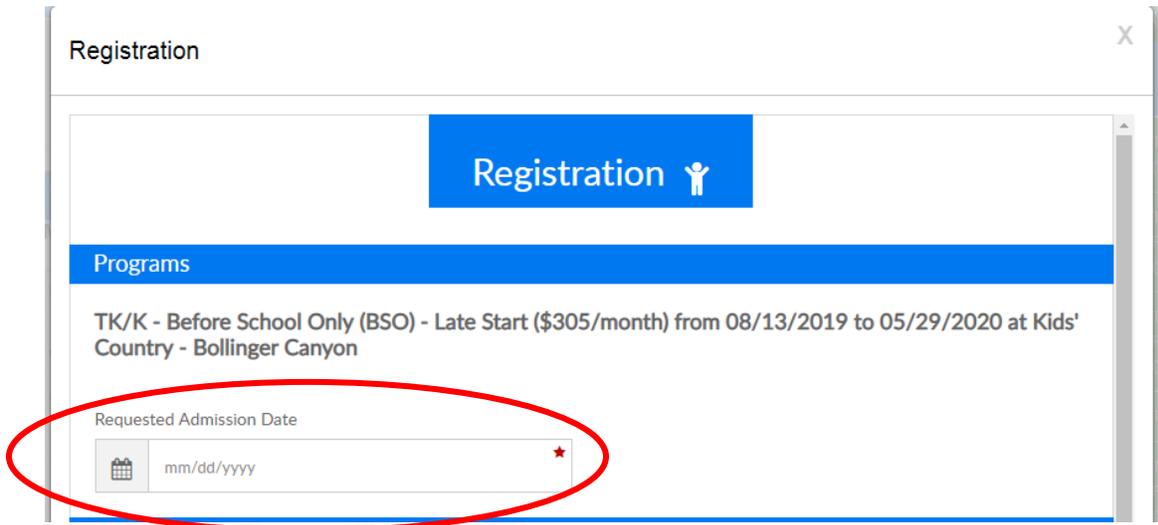
Registration Fee 0.00

Enroll

Melina Test

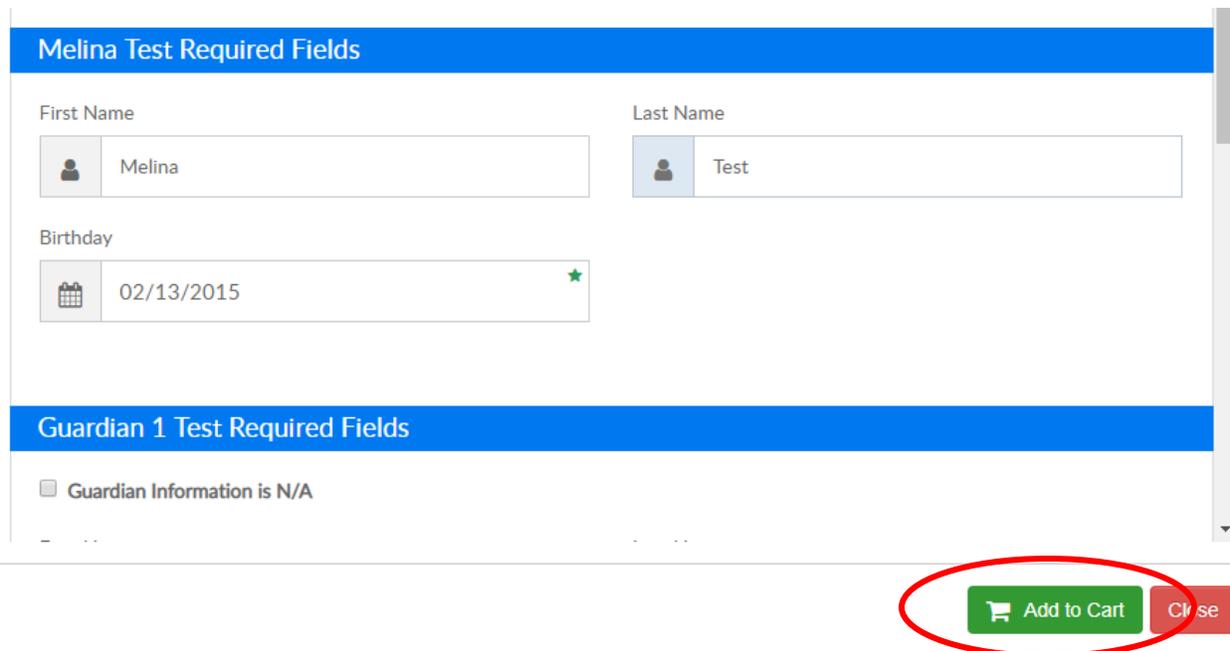
Submit **Close**

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



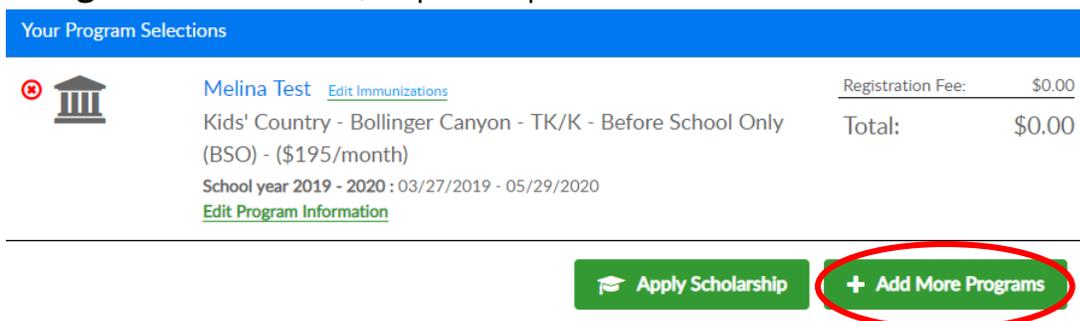
The image shows a registration pop-up window titled "Registration". At the top, there is a blue header with the word "Registration" and a person icon. Below this, a blue bar contains the word "Programs". The main content area displays the program details: "TK/K - Before School Only (BSO) - Late Start (\$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 form titled "Melina Test Required Fields". It contains three input fields: "First Name" with the value "Melina", "Last Name" with the value "Test", and "Birthday" with the value "02/13/2015". Below this is a section titled "Guardian 1 Test Required Fields" with a checkbox labeled "Guardian Information is N/A". At the bottom right, there are two buttons: a green "Add to Cart" button with a shopping cart icon and a red "Close" button. A red circle highlights the "Add to Cart" button.

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 red "x" icon. Below the header, there is a list of program details: "Melina Test" with a link to "Edit Immunizations", "Kids' Country - Bollinger Canyon - TK/K - Before School Only (BSO) - (\$195/month)", and "School year 2019 - 2020 : 03/27/2019 - 05/29/2020". To the right, the "Registration Fee" is listed as "\$0.00" and the "Total" is "\$0.00". At the bottom, there are two buttons: a green "Apply Scholarship" button and a green "Add More Programs" button with a plus sign icon. A red circle highlights the "Add More Programs" button.

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 (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

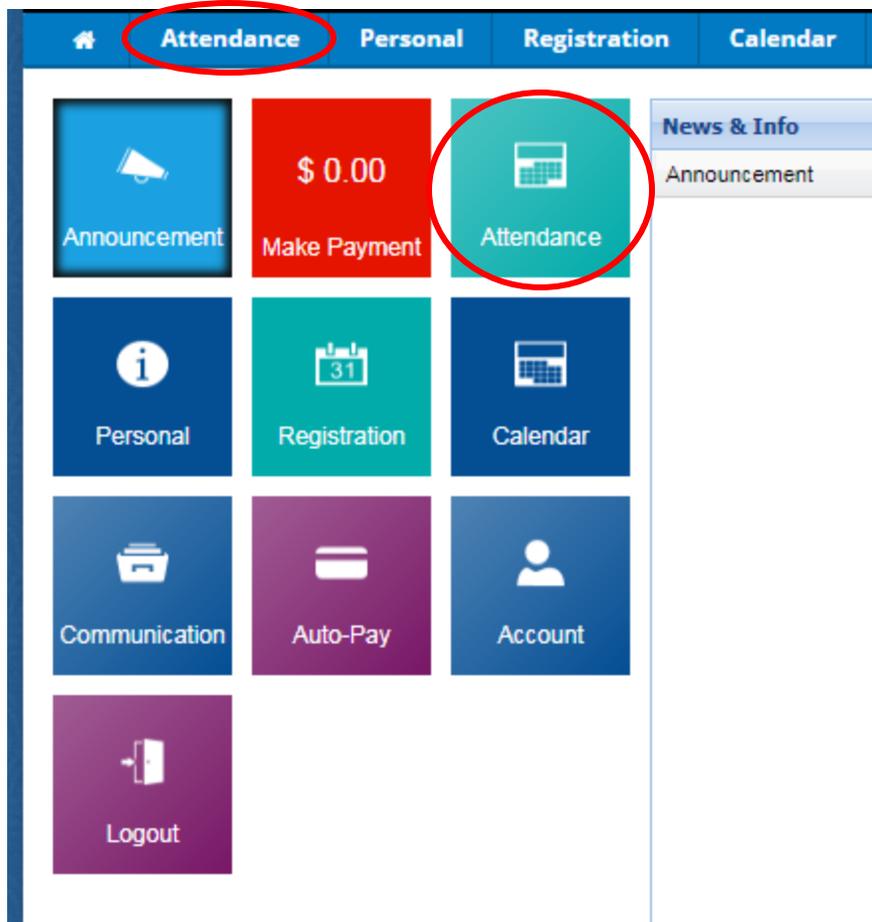
Guardian 1 Test ★

Submit Close

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

Changing and Cancelling a Program

1. To change, add your new desired program by following steps from page 3. Once you have completed registration for the new program, go to step 2. To cancel, go directly to step 2.
2. Select **Attendance** on top or within tiles.

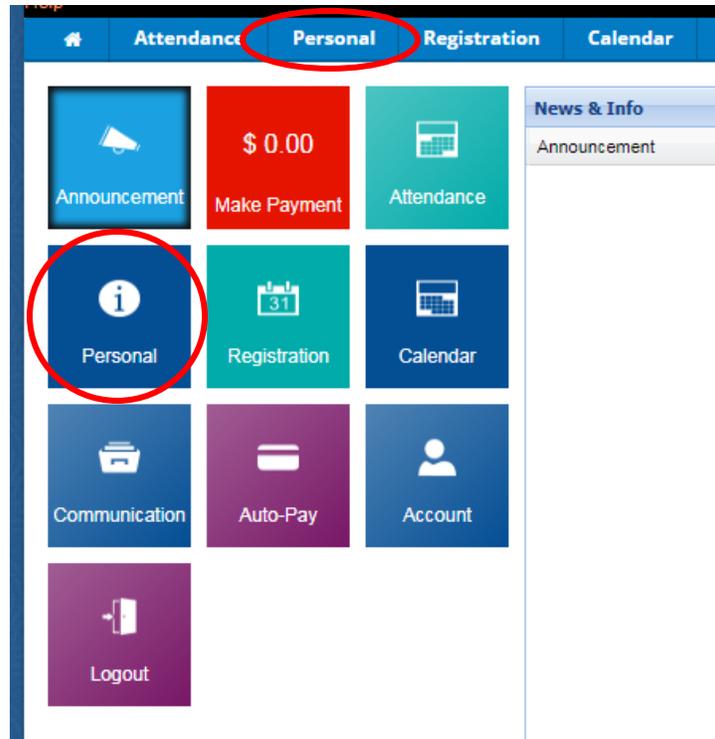


3. Click the red delete button to **cancel** the program no longer desired. Please be sure to input your reason for cancellation when prompted. (do not click the blue edit button for changing or canceling)

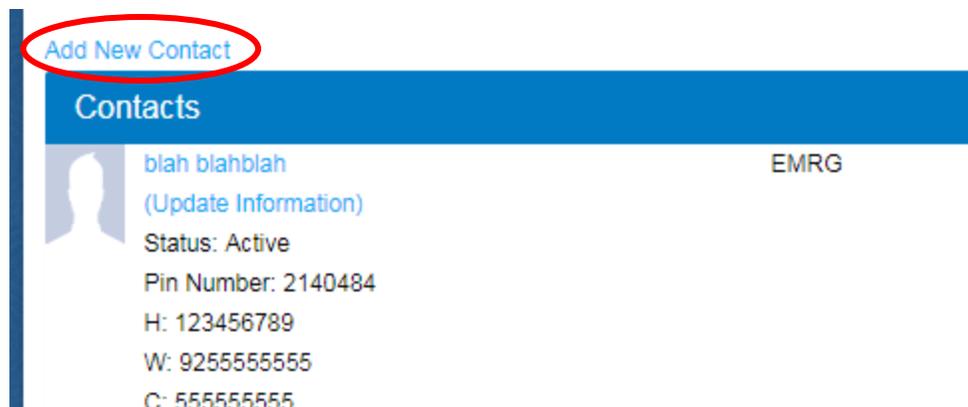
Program Assignments						
	Active	Room	Effective Date	End Date	M	T
 		TK/K - Before School Only (BSO) - (\$195/month) ~ Kids' Country - Bollinger Canyon	08/13/2019	05/29/2020		

Adding Emergency Contacts

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



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



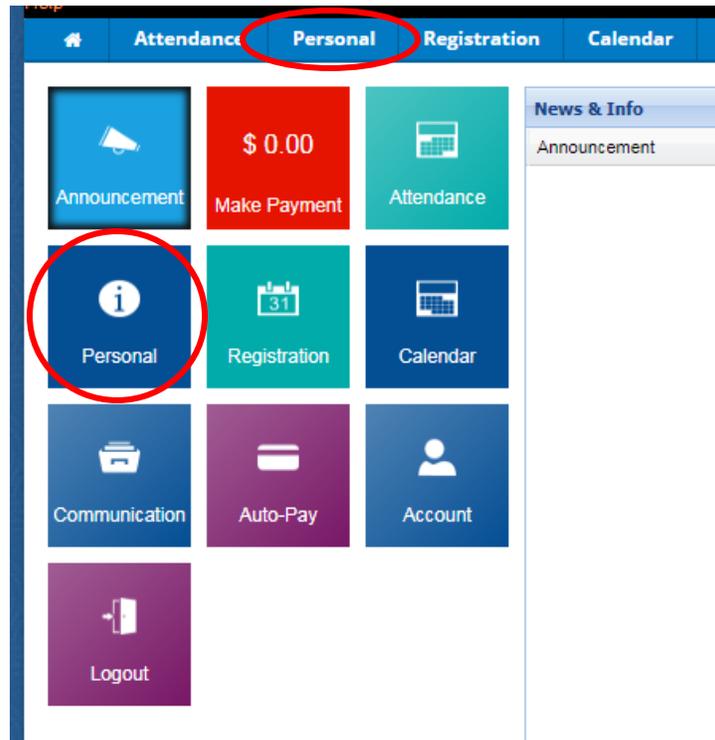
3. Enter in your contacts information. At the very bottom, select **YES** on **Apply Contact to All Children**, then click **SAVE**.

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.

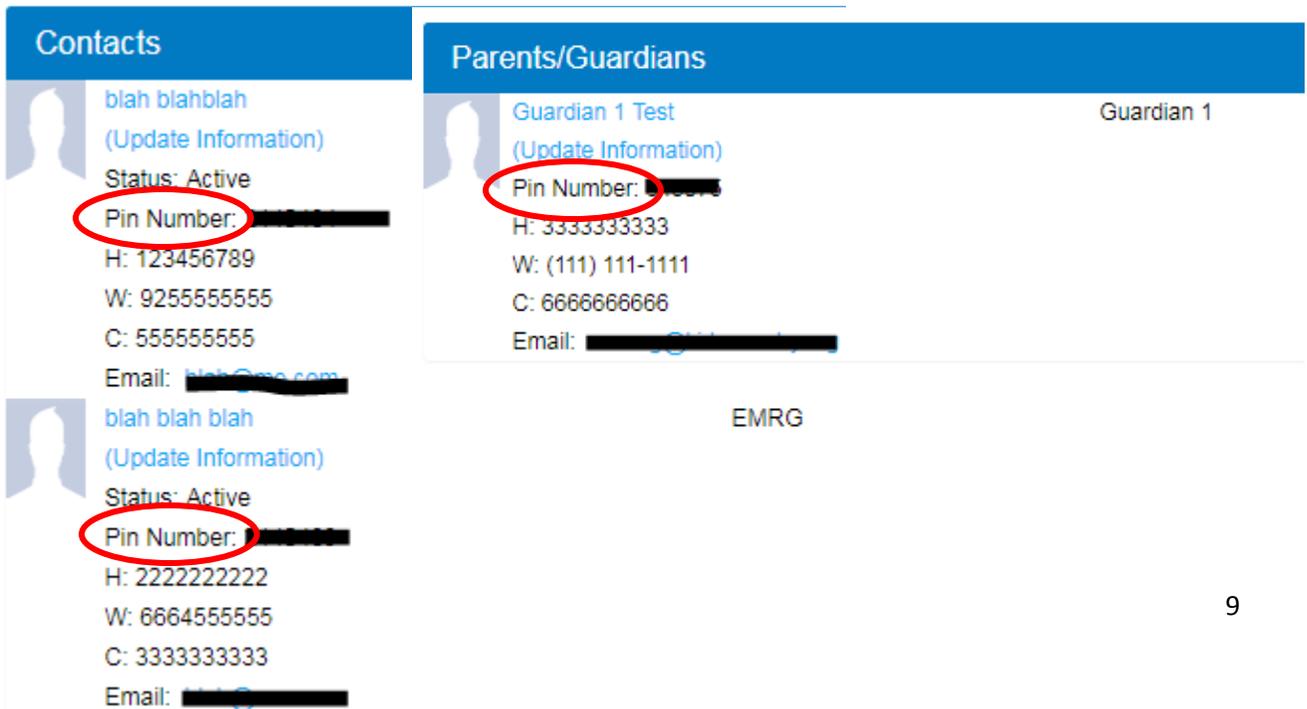
Guardian and Emergency Contact PIN

Used for Sign In & Sign Out on iPads

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

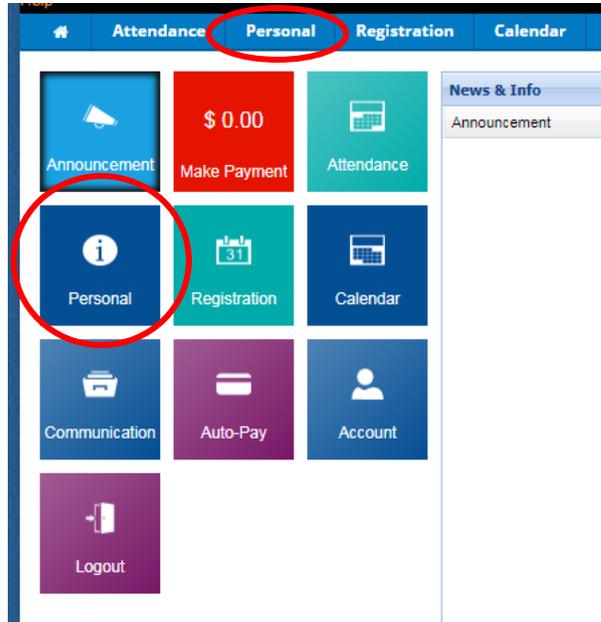


5. Under **Parents/Guardians** you will see a Pin Number listed for each Guardian. Under **Contacts** you will see a Pin Number listed for each Emergency Contact.



Uploading Documents

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



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

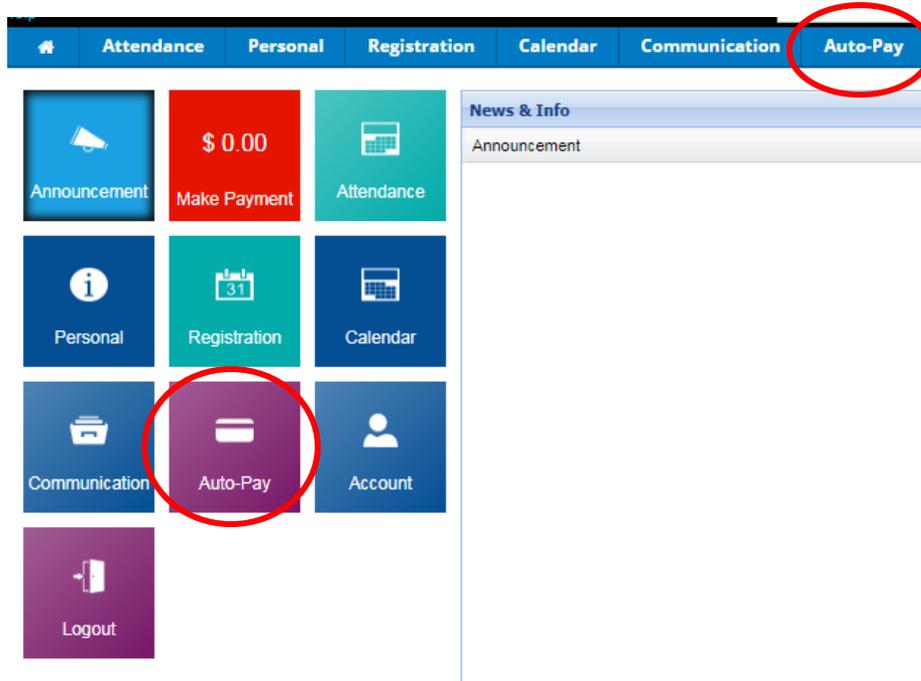


3. Select desired document type under **Document Type**. Add a **description** of your document. **Browse** and **attach** your desired file. Then click **Upload**.

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 'Cancel' and 'Upload' buttons are visible, with 'Upload' circled in red.

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:

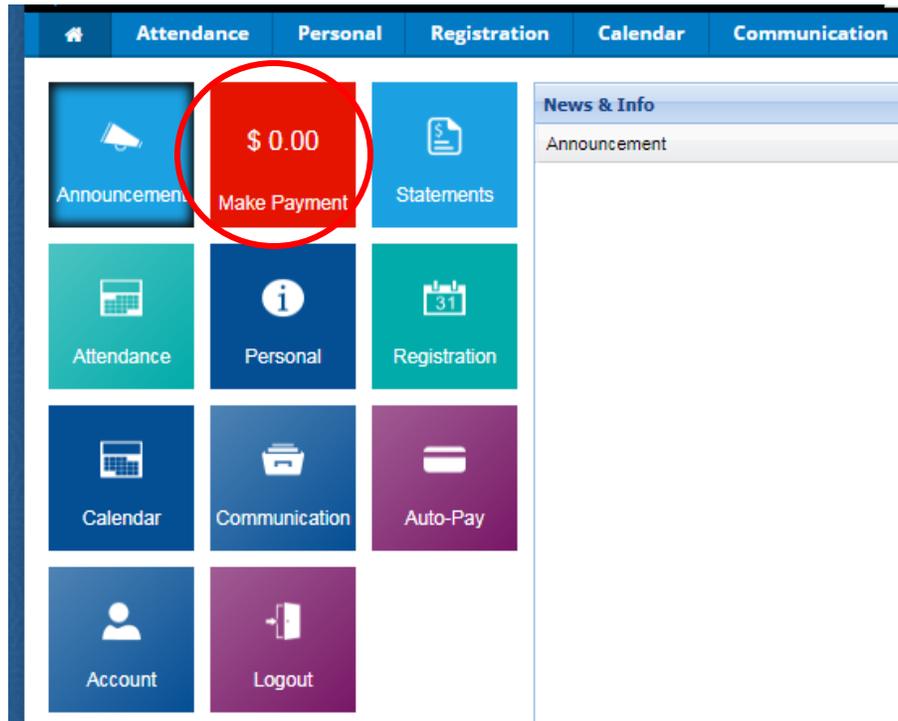
By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

SAVE

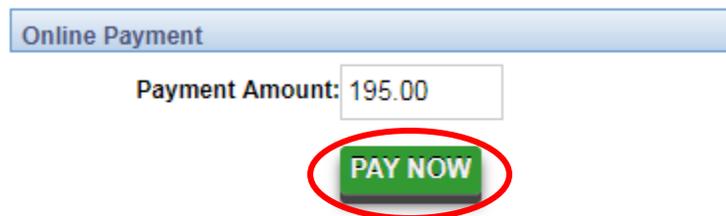
- Click **SAVE** once all information is input properly. Auto-Pay will be drafted on the 1st of every month.

Making a One-Time Payment

1. On your home page, click on **Make Payment**.



2. Enter desired payment amount, then click **PAY NOW**.



3. Enter required information, then at the bottom click **Submit Payment**.

A screenshot of the 'One Time Payment' form. The form contains several input fields: '* Payment Amount' (set to '\$ 195.00'), 'Payment Type' (set to 'Credit Card'), '* Card Type' (set to 'Select Card'), '* Card Number' (empty), and '* Expiration Date' (empty). On the right side, there is a 'Replace Auto-Pay Account:' section with a dropdown menu set to 'No'. At the bottom right, a green button labeled 'SUBMIT PAYMENT' is circled in red. A note next to the button says '* Please only click the button once'. A disclaimer at the top of the form reads: 'Please fill in the fields below and click the Submit Payment button. Please verify your information before * + submitting your data. If your transaction fails due to incorrect Address/Zip mismatch you can try not * + entering that information.'