

Registration Process Phase 1 – Registration

The first phase in the registration process is to locate and enroll in the necessary program(s). Follow the steps below to complete the registration phase:



Step 1 – Returning students: log into the Parent Portal at <https://family.daycareworks.com/> or New families, go to the New Family Registration page provided by the center

Step 2 – Choose the correct location from the Location drop-down list

Step 3 – Locate the correct Category and select Click to View Offerings

Step 4 – Locate the correct program and click Enroll

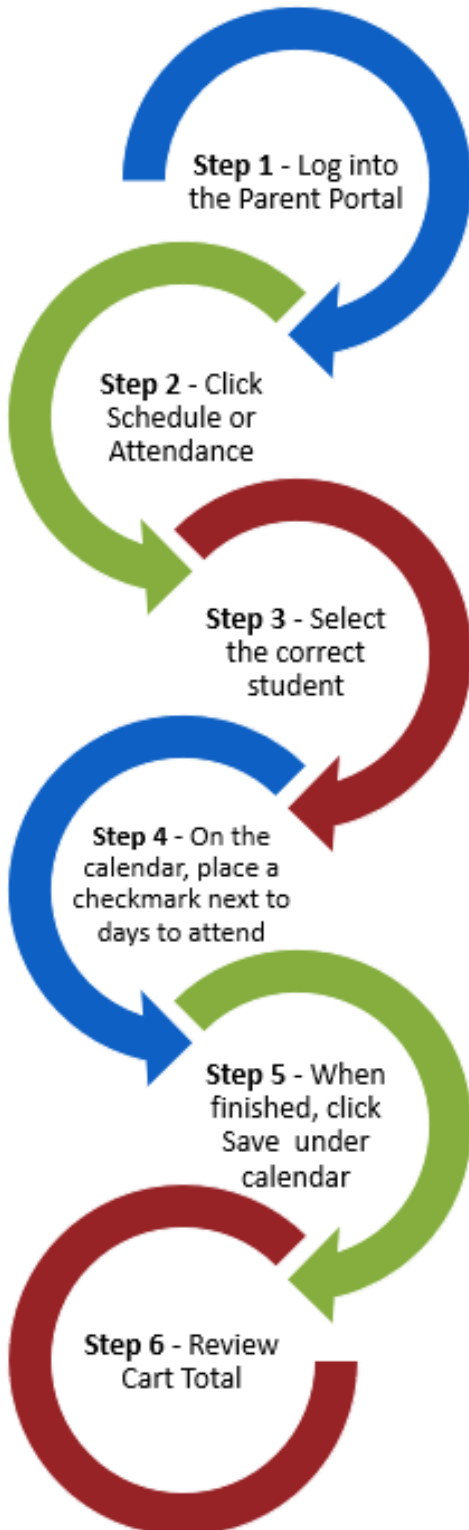
Step 5 – Choose the student(s) to be enrolled and click Submit

Step 6 – Complete the necessary information on the registration form and click Add to Cart

Step 7 – Enter payment information and click Continue. Once you receive the confirmation screen, the first phase of the registration is complete

Registration Process Phase 2 – Calendar: Select Days

The second phase of the registration process includes selecting the days the student is requesting to attend. This must be done after the registration has been approved.



Step 1 – Log into the Parent Portal by navigating to <https://family.daycareworks.com/>

Step 2 – Click the file from the home screen called Attendance or Schedule

Step 3 – If multiple students attend, ensure the correct Student and Room are selected from the drop-down menus above the calendar

Step 4 – If there are multiple programs showing on the calendar, confirm the correct program is being selected

Step 5 – Once all dates are selected from the calendar, click Save directly below the calendar. Clicking Save will save the date selections

Step 6 – The final screen will say Enrollment(s) with a Cart Total. If the Total Due On Checkout has a balance, click Checkout to process the payment. If Total Due On Checkout is 0, click Find More to add more days or navigate back to the home screen