|  |
| --- |
| Before & After School Program  Online Registration Scheduling Instructions |

Cherry Creek School District’s Extended Child Services (ECS) is excited to announce that online registration and payment by credit card is now an option. Parents can schedule attendance and even view or pay billing statements online using this secure payment process.

SchoolCare Works secure site is accessible 24 hours a day / 7 days a week from anywhere with an internet connection.

**STEP 1:** Go to: <http://my.cherrycreekschools.org> . Log in using your CCSD Parent Portal username and password. Once you are logged in, click on the SchoolCare Works tile which will take you directly to the SchoolCare Works site. If you have forgotten your password, visit <http://my.cherrycreekschools.org> to reset.

**STEP 2:** To complete a Before & After school registration, you will head to the personal tab and fill out the enrollment form completely, without leaving blanks. After enrollment paperwork is fill out, you will head to the registration tab and select Greenwood Elementary Before and After school program. The registration fee is $10 every year, $15 for multiple children. Once this process is complete, an approval will be send to the Director and then you may be able to access your calendar.

To view your calendar, you will head to the ‘Attendance’ tab and select ‘import calendar’. If you have multiple children attending the program, there is a dropdown box showing each child’s name to view a separate calendar for each child. If the correct school is not listed, do not continue. Please contact your ECS program director or bookkeeper. **You have until 10pm the night before to sign up for the next day. We do not take same day drop-ins.**

**STEP 3:** Advance to the month for which you want to enter scheduled attendance by clicking on the arrow next to the month name.

**STEP 4:** Select sessions your child will attend the Before & After school program\*, similar to completing a registration calendar. Review selections before adding to cart. Click on ‘Add to Cart’ at the bottom of the calendar when finished.

\*\***CAUTION** – When selecting PM – 4:30 or PM – 6:00, select only **one** for the day. Do not select both for the same day or you will be billed twice.

If you have multiple children, after clicking ‘Add to Cart’ for the 1st child, you will select ‘Find More’ to take you back to the calendar to select days for the 2nd child. Go to the dropdown at the top of the page to select the sibling. Select sessions the sibling will attend the program. Click on ‘Add to Cart’.

**STEP 5**: Review selected scheduled attendance before checking out. If you need to remove sessions, you will click the ‘**X**’ to the left of the child’s name to delete the week. Then click ‘Find More’ to reselect sessions for that week. Sessions cannot be deleted from scheduled attendance after you check out and payment is made.

**STEP 6:** Click on ‘Check Out’. Enter your credit card information and click ‘Submit Payment’. You will receive an email receipt of payment to the email address you provided in the payment screen. Any previous balances must be paid at checkout. There are **no refunds** **or credits** for sessions missed once you have submitted payment information and have checked out.

**Your child’s scheduled attendance is not final until you have completed all of the steps above and you receive a payment confirmation email.**

|  |
| --- |
| When you drop off and pick up your child(ren), you will have a pin number to sign them in and out. Please contact the Program Director to access this number once registration is complete. Thank you! |

For information on all features of SchoolCare Works Family Portal, visit <http://www.cherrycreekschools.org/ExtendedChildServices/Pages/registration-payment.aspx> for an online user help guide and frequently asked questions.