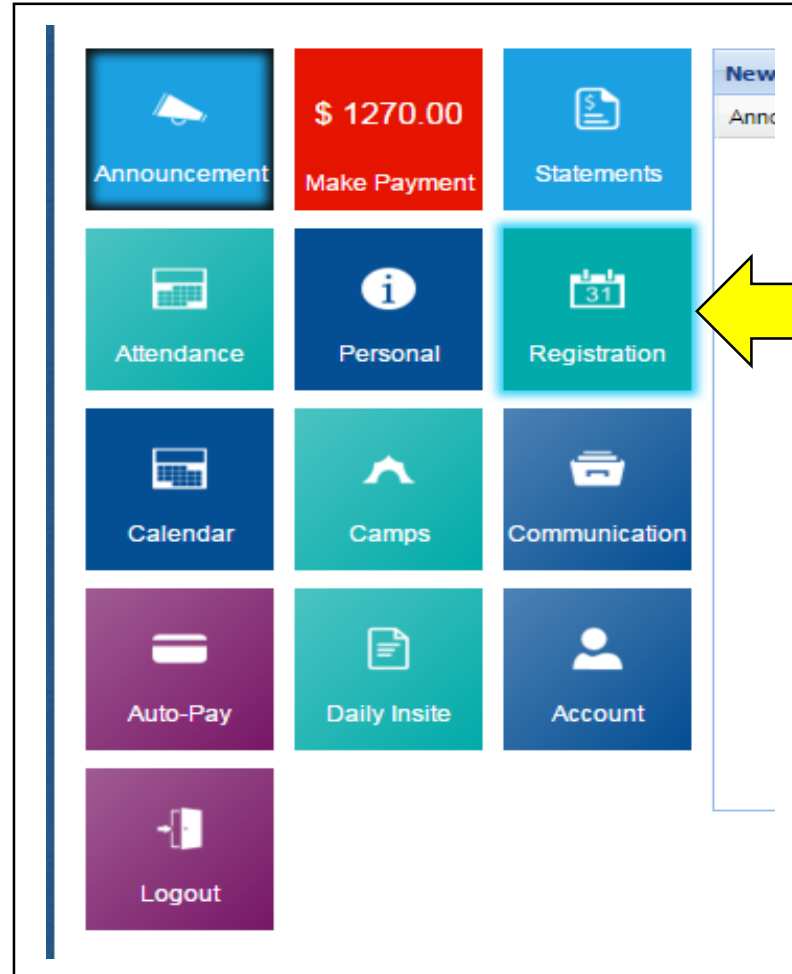


## Step 1.

Please log in to your Parent Portal with your username and password created during summer camp registration. Click the 'Registration' tab.



## Step 2.

Click 'View More' under Available Categories.



No Programs/Events available for the selected semester.

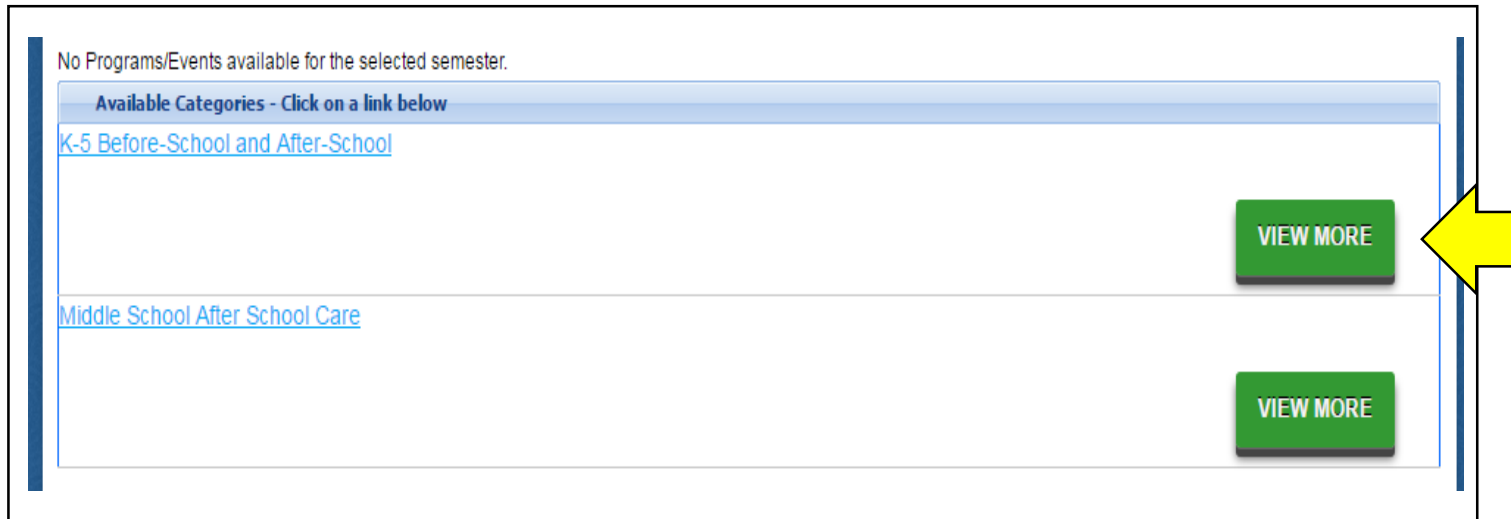
**Available Categories - Click on a link below**

[Before and After School](#)

**VIEW MORE**

A screenshot of a web interface. At the top, it says "No Programs/Events available for the selected semester." Below that is a section titled "Available Categories - Click on a link below" with a blue header. Underneath, there is a single link: "Before and After School". To the right of this link is a green button with the text "VIEW MORE". A yellow arrow points from the right side of the screen towards the "VIEW MORE" button.

Click 'View More' next to the appropriate elementary or middle school option.



No Programs/Events available for the selected semester.

**Available Categories - Click on a link below**

[K-5 Before-School and After-School](#)

**VIEW MORE**

[Middle School After School Care](#)

**VIEW MORE**

A screenshot of a web interface. At the top, it says "No Programs/Events available for the selected semester." Below that is a section titled "Available Categories - Click on a link below" with a blue header. Underneath, there are two links: "K-5 Before-School and After-School" and "Middle School After School Care". To the right of each link is a green button with the text "VIEW MORE". A yellow arrow points from the right side of the screen towards the "VIEW MORE" button next to the "K-5 Before-School and After-School" link.

### Step 3.

Select the "Enroll" next to the school where your child will attend program.

2016-2017 - K-5 Before-School and After-School - 08/01/2016 to 06/30/2017						
Session	Capacity	Status	Location	Instructor	Registration	Enroll
	P.M. After-School					
	0	Open	Greenbush- Bell Top		\$ 0.00	<a href="#">ENROLL</a>

## Step 4.

Select the days of the week your child will be attending. Schedules must be between 2-5 days. When finished, click 'Checkout'.



Program(s) Selected: 1  
2016-2017 - P.M. After-School

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Facility: Greenbush- Bell Top  
Ã

---

Select Student: Carnick, Test ▼

Start Date: 08/01/2016

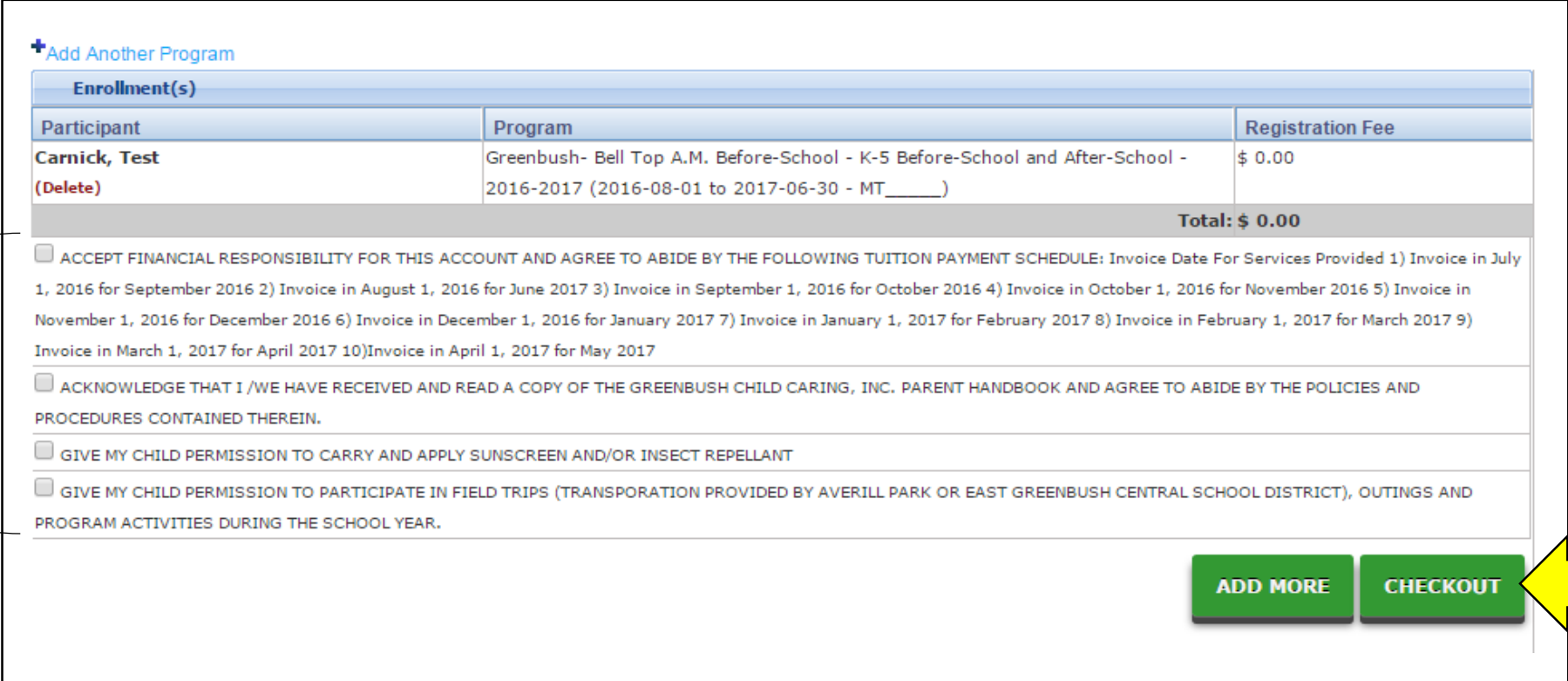
Day Of Week Monday :  Tuesday :  Wednesday :  Thursday :  Friday :

**ADD MORE** OR **CHECKOUT**

The screenshot shows a web form for selecting a program. At the top, it says "Program(s) Selected: 1" and "2016-2017 - P.M. After-School". Below that is a horizontal line. Underneath, it says "Facility: Greenbush- Bell Top" followed by a small "Ã" symbol. Another horizontal line follows. Then, "Select Student:" is followed by a dropdown menu showing "Carnick, Test" with a downward arrow. Below that is "Start Date: 08/01/2016". The "Day Of Week" section has five checkboxes: Monday (checked), Tuesday (checked), Wednesday (unchecked), Thursday (unchecked), and Friday (unchecked). A large yellow arrow points upwards from the bottom of the form towards the Tuesday checkbox. At the bottom of the form, there are two green buttons: "ADD MORE" and "CHECKOUT", separated by the word "OR". A second large yellow arrow points from the right towards the "CHECKOUT" button.

## Step 5.

Select the days of the week your child will be attending. Schedules must be between 2-5 days. When finished, click 'Checkout'.



The screenshot shows a web form for program enrollment. At the top left, there is a link '+Add Another Program'. Below it is a table with the following data:

Enrollment(s)		
Participant	Program	Registration Fee
Carnick, Test (Delete)	Greenbush- Bell Top A.M. Before-School - K-5 Before-School and After-School - 2016-2017 (2016-08-01 to 2017-06-30 - MT_____)	\$ 0.00
		<b>Total: \$ 0.00</b>

Below the table are four checkboxes, each with a corresponding text block:

- ACCEPT FINANCIAL RESPONSIBILITY FOR THIS ACCOUNT AND AGREE TO ABIDE BY THE FOLLOWING TUITION PAYMENT SCHEDULE: Invoice Date For Services Provided 1) Invoice in July 1, 2016 for September 2016 2) Invoice in August 1, 2016 for June 2017 3) Invoice in September 1, 2016 for October 2016 4) Invoice in October 1, 2016 for November 2016 5) Invoice in November 1, 2016 for December 2016 6) Invoice in December 1, 2016 for January 2017 7) Invoice in January 1, 2017 for February 2017 8) Invoice in February 1, 2017 for March 2017 9) Invoice in March 1, 2017 for April 2017 10) Invoice in April 1, 2017 for May 2017
- ACKNOWLEDGE THAT I /WE HAVE RECEIVED AND READ A COPY OF THE GREENBUSH CHILD CARING, INC. PARENT HANDBOOK AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED THEREIN.
- GIVE MY CHILD PERMISSION TO CARRY AND APPLY SUNSCREEN AND/OR INSECT REPELLANT
- GIVE MY CHILD PERMISSION TO PARTICIPATE IN FIELD TRIPS (TRANSPORATION PROVIDED BY AVERILL PARK OR EAST GREENBUSH CENTRAL SCHOOL DISTRICT), OUTINGS AND PROGRAM ACTIVITIES DURING THE SCHOOL YEAR.

At the bottom right of the form are two green buttons: 'ADD MORE' and 'CHECKOUT'. A yellow arrow labeled 'a.' points to the checkboxes, and a yellow arrow labeled 'b.' points to the 'CHECKOUT' button.

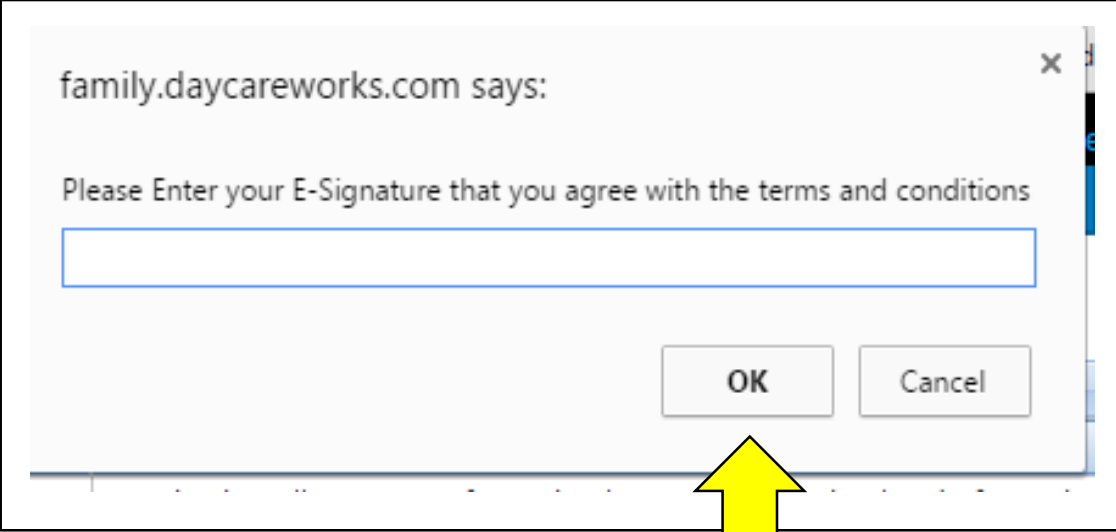
a. Read and check all required boxes

b. Click 'Checkout'.

## Step 6.

Please enter your e-signature and click 'Ok'.

Once the appropriate fees have been received, your account will be approved and your Parent Portal will reflect the programs you have enrolled your child/children in.



A screenshot of a web browser dialog box. The title bar reads "family.daycareworks.com says:" with a close button (X) on the right. The main text inside the dialog says "Please Enter your E-Signature that you agree with the terms and conditions". Below this text is a large, empty rectangular text input field. At the bottom of the dialog are two buttons: "OK" and "Cancel". A yellow arrow points upwards from the bottom center of the dialog, specifically pointing towards the "OK" button.