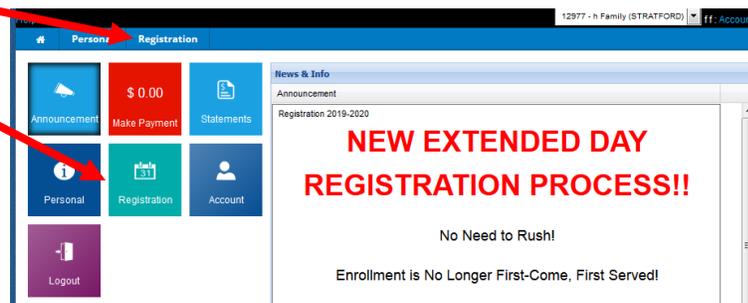


Extended Day Family Registration Guide

1. Log in to your Extended Day Family Account and Update Information
 - Go to <https://apsfamily.schoolcareworks.com/login.jsp>
 - Log in using your User ID and password.
Note: If you don't remember your password click on the 'Password Reminder' button. If you did not previously provide an email address in your account, you will need to contact the Extended Day Central Office to reset your password.
2. A 'Message/Warnings' box may appear that indicates additional information that is required for your account.
 - Click on 'Update Information' below each identified person's name to provide or update the required information. After updating information, click 'Save' at the bottom of the page.
3. Before starting your registration, click on the 'Personal' in the top menu and make sure you have reviewed all student, parent/guardian, and emergency contact information for completeness and accuracy.
 - Are all siblings added to your account?
If not, click on 'Add New Student', located just above the first student's name.
Enter all required information and click save at the bottom of the page.
4. Click on the word 'Registration' in the top menu

Or on the 'Registration' tile



Note: If required information is still missing a 'Message/Warnings' box will appear.

- To update the information identified click on 'Update Information' below each person's name to update the information. After updating information, click 'Save' at the bottom of the page. Then, click 'Registration' at the top of the page.

Select Program Information

5. From pull down menus select the appropriate choice for which you are registering:
 - School year or Summer
 - Semester (start and end of the full year)
 - Center (school your student attends)
 - Grade your student will be in at time of attendance
6. Click 'SELECT' for each session ('Before' and/or 'After') you would like your student to attend.
7. Click 'CONTINUE' located at the bottom of the page.

Student Selection Page

8. In the 'Select Student:' drop-down, select the student associated with the registration for the sessions listed at the top of the page.
9. Using the drop-down menu, select whether this student will attend Extended Day in the event of an early closing.
10. Click 'ENROLL'

Confirm Information

11. Review your registration information carefully.

- You may click on 'Add Another Program' or "ADD MORE" to return to the Program Information selection page to choose additional sessions not shown in your Enrollment list, or to select sessions for a sibling student.
- You may click 'Delete' to remove any sessions from your list.

Help 10451 - Sears Family (ABINGDON) View Pending Registrations: \$ 70.00 Account | Logout

Personal Registration Communication

+ Add Another Program

Enrollment(s)		
Participant	Program	Registration Fee
Sears, Daniel (Delete)	ABINGDON Before School - Kindergarten - School Year - 2021-2022 Year (2021-08-30 to 2022-06-17 - MTWRF__)	\$ 40.00
Sears, Daniel (Delete)	ABINGDON After School - Kindergarten - School Year - 2021-2022 Year (2021-08-30 to 2022-06-17 - MTWRF__)	\$ 0.00
Sears, Clarisa (Delete)	ABINGDON Before School - 1st - 5th Grade - School Year - 2021-2022 Year (2021-08-30 to 2022-06-17 - MTWRF__)	\$ 30.00
Sears, Clarisa (Delete)	ABINGDON After School - 1st - 5th Grade - School Year - 2021-2022 Year (2021-08-30 to 2022-06-17 - MTWRF__)	\$ 0.00
Total:		\$ 70.00

All information supplied herein is accurate and true;

I agree to notify Extended Day within 24 hours, or the next business day, if my child, or any immediate household member, develops a reportable communicable disease (as defined by the Virginia Board of Health). Should the disease be life threatening, the reporting shall be immediate, and I accept full responsibility for all payments.

I am the authorized parent(s), guardian(s) for the child(ren) named herein;

I understand that services can be suspended for failure to comply with program policies including, but not limited to non-payment of fees, repeated late pick up and behavior problems;

I will take the responsibility for maintaining this information in an up-to-date fashion, and providing any additional information as deemed necessary;

The Extended Day Program staff has my permission, when I (or other guardian) cannot be contacted, to take my child to the emergency room of the nearest hospital. I further provide the hospital and its medical staff my authorization to provide treatment which a physician deems necessary for the well-being of my child. I also understand that objection of such care on religious or other grounds must be provided in writing by a parent/guardian.

Upon notification by Extended Day I agree to make arrangements for my child to be picked up should they develop symptoms of illness while attending the program;

ADD MORE **CHECKOUT**

12. Read and click on each check box to confirm program agreements.

13. Click 'Checkout' to submit your registration information.

14. Provide your electronic signature by typing your name in the box provided and click 'OK'.

A confirmation that you have submitted your registration information will appear in a new window on your screen, as well as be sent to your email.