Registering for School Age Child Care 2016-2017

These instructions are for families who DID NOT use SACC in the 2015-2016 school year.

1. Go to the Ferndale Schools School Age Child Care Registration link (can be found on the Ferndale Schools website: https://www.schoolcareworks.com/registration/ferndale/start_registration.jsp

2. Click on the yellow School Age Child Care link in the available categories links.

3. Then, find the category “School Age SACC Registration”. Find the appropriate site location. This will be either Ferndale Lower Elementary Campus (Roosevelt) or Ferndale Upper Elementary Campus (JFK). Click the green enroll button next to the correct site location (If you have a child at each- choose one child and location to start with).
5. Fill in the Registration required and if applicable optional information. Please make sure to include any allergies or health conditions and up to date guardian and emergency contact information. Click the Next button at the very bottom of the form to submit the information and move forward with registration.

6. At the top, if needed you can click the yellow “ADD STUDENT” button to add additional children. Your registration fee is now in your shopping cart. It will prompt for payment.
information. Fill out this information. **BEFORE clicking confirm and enroll:** on the right side, create a user ID and password that you will use to access your account information through the Parent Portal. *Write this username and password down for yourself so you can access your account in the future! You can also print the page for your records.*

7. Click Confirm & Enroll and your registration process is complete. Your registration will need to be confirmed by an administrator (give 24-48 hours to process).

8. Once your registration is approved by an administrator, you will need to login to the Parent Portal using the account information you created in step #6. The Parent Portal can be found here: [https://family.daycareworks.com/login.jsp](https://family.daycareworks.com/login.jsp)

9. Enter your username and password and click the orange Submit button.

9. Now, click the green Attendance tab.

10. The Attendance tab is where you will go to schedule attendance days in the calendar so that your child can attend the School Age Child Care program. You can choose to schedule attendance days weekly, monthly or even further in advance. The window for choosing a date closes at midnight on that day (ex. If you need to schedule attendance for Wednesday, it needs to checked by Tuesday at midnight or the option will disappear). This is to ensure our attendance numbers are in compliance with our staffing. Click the checkboxes for the days and times (AM, PM, Full Day Camp, ect.) on the calendar that your child will be attending.

    Quick Tip: You can only add one child and one month’s days at a time. When you are finished with a month and want to add more dates the next month, or are finished with child #1 and want to add child #2, click the green Checkout button and then click Add More to add additional dates or additional children.
11. If you haven’t already set up payment information, when you click the green Checkout button you will be prompted for payment for the dates that you have selected.

12. You can check your account balance by going back to the Parent Portal home page and clicking the Statements tab.

13. Your child(ren) are registered for School Age Child Care and you can now begin scheduling attendance days for them.