

EDS Registration Directions

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Extended Day Portal Further Options

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Initial registration

- Site: https://daycareworks.com/registration/isdenver/start_registration.jsp
 - This site is for first time registrants. You must register for a co-curricular or before/after-school care or study hall during you first registration.
 - This will take you direct to ISD offerings

REGISTRATION



Between extended day school, co-curricular international educational experiences, camps, regular school year, and comprehensive summer we give all learners an opportunity to enrich their knowledge base.

Fall Clubs 5th-8th

For clubs with multiple days, you may choose both days or just one day; based on personal schedule.

If you have any questions regarding co-curricular for upper school, please email Richard Royal at Richard.Royal@Isdenver

****Please note, if fewer than the pre-requisite number of students sign-up for a specific activity (it takes two to tango), it will be cancelled. If this happens, the school will be in contact at the earliest possible convenience****

Click to View Offerings

Co-Curricular

- Choose one of the offerings for one of your children based on his/her age



- View the offerings for each day of the week
 - Once you have chosen an offering, click enroll

****Charges from Extended Care after 4:45pm**

Location: International Schc

When: 08/23/2017 until 06

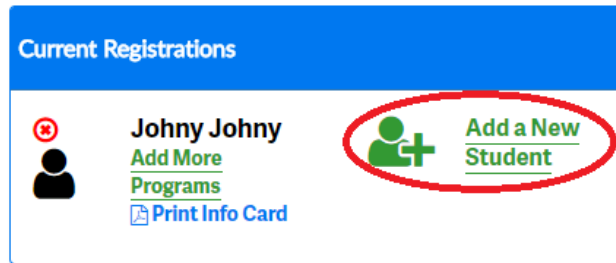
Registration Fee 0.00

Enroll

- Fill out the required information
- Click add to cart (It will be in the bottom right corner of the page)



- Once added to cart, you can add another option or enroll another child





- Note that the 'Apply scholarship' button is for staff only
- Once you have finalized your enrollments, fill out the required account information and press continue
 - **Note that you must click the 'check mark' above the Primary Guardian E-Signature box so it turns blue in order to continue**

- Fill out your payment information
 - Credit Card and ACH only required
- Click complete registration
 - You will receive a registration confirmation email as well as a next steps email on how to register for further offerings
- NOTES
 - If a co-curricular is full, it will be listed as closed
 - Once a co-curricular has closed, ISD will add a waitlist registration, there is no cost to sign up for a waitlist

- **Please save/remember your Username and Password in order to sign into the Extended Day Portal**

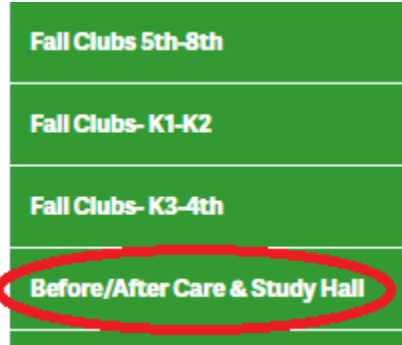
Account Information

Requested User Id	Requested Password
<input style="border: 1px solid red; border-radius: 50%;" type="text" value="Requested User Id"/>	<input style="border: 1px solid red; border-radius: 50%;" type="text" value="Requested Password"/>
Requested For Parent *	Confirm Password
<input checked="" type="checkbox"/> Guardian 1	<input type="text" value="Confirm Password"/>
Primary Guardian E-Signature	Secondary Guardian E-Signature
<input style="border: 1px solid red; border-radius: 50%;" type="text" value="Primary Guardian E-Signature"/>	<input type="text" value="Secondary Guardian E-Signature"/>
 Johnny Johnny	 N/A N/A

Save

Before/After-School and Study Hall

- Go to the “Before/ Aftercare & Studyhall” and click on Offerings



- You will have to enroll your student(s) first, before choosing days that you would have them attend

****Charges from Extended Care after 4:45pm**

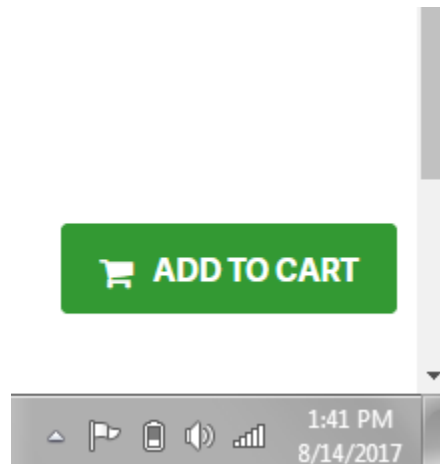
Location: International Schc

When: 08/23/2017 until 06

Registration Fee 0.00

Enroll

- Fill out the required information
- Click add to cart

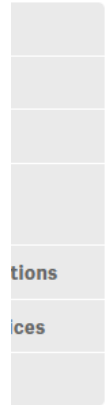


- Once added to cart, you can add another option or enroll another child
- Note that the ‘Apply scholarship’ button is for staff only

- Once you have finalized your enrollments, fill out the required account information and press continue
 - **Note that you must click the 'check mark' above the Primary Guardian E-Signature box so it turns blue in order to continue**

The screenshot shows a registration form titled "Account Information" with an "Edit" button in the top right. The form is divided into two columns. The left column contains: "Requested User Id" (input field with a red star), "Requested For Parent *" (radio button selection with "Guardian 1" selected and circled in red, with a red arrow pointing to the checkmark), and "Primary Guardian E-Signature" (input field with a red star). The right column contains: "Requested Password" (input field with a red star), "Confirm Password" (input field with a red star), and "Secondary Guardian E-Signature" (input field). At the bottom, there are two signature boxes: one for "Johny Johny" and one for "N/A N/A".

- Fill out your payment information (only required if also registered for a co-curricular)
 - Credit Card and ACH only required
- Click complete registration
 - You will receive a registration confirmation email as well as a next steps email on how to register for further offerings
 - A new screen will show with a link navigating you to where you select the days your child(ren) will be attending Before/After-school care or study hall.



Registration

Program: Before & After Care - Registration*

Please navigate to <https://family.daycareworks.com/login.jsp> to select the days your child will be attending.

You will go to the "Attendance" tile to see the calendar. Check the days off that your child will be attending.

Thank you!

Remember your Registration ID: 157388

Registrations		
John Doe	International School of Denver - Before & After Care -	\$0.00

Logging into the Extended Day Portal

- Once you have registered, you can visit this link with your new user ID and password for further registrations and dates for Before/Aftercare and Studyhall:

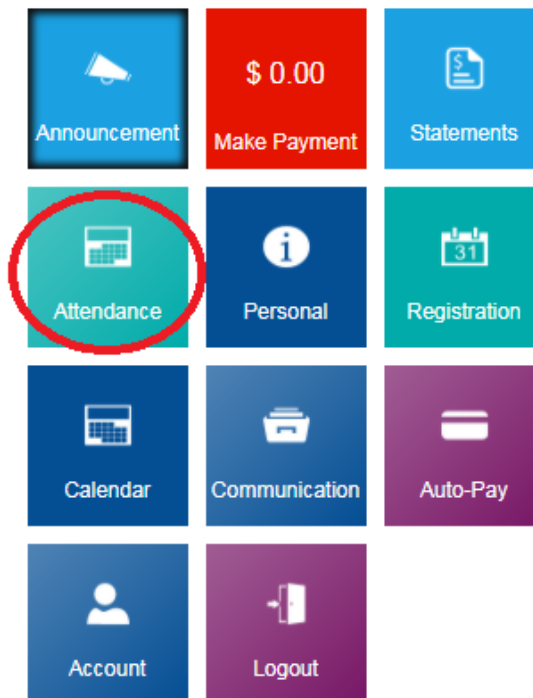
<https://family.daycareworks.com/login.jsp>



Member Login

Login

- Once you log in with your new Username and Password, the Extended Day Portal will take you to the home screen.
 - From here you can go to “Attendance” to schedule days for After/Before Care and/or Studyhall.



- Clicking on “Attendance” will then take you to a screen that displays all options, with designated times, in a Calendar format that allows you to schedule what days your child may need:

Sun 08/27/2017	28
BC-K1&K2 7:15-8:15am	<input type="checkbox"/>
B.C.-K3-8th 7:15-8:15am	<input type="checkbox"/>
SP-S.H.- 3:45-4:45pm	<input type="checkbox"/>
MYP-S.H.- 3:45-4:45pm	<input type="checkbox"/>
MN-S.H.- 3:45-4:45pm	<input type="checkbox"/>
FR-S.H.-3:45-4:45pm	<input type="checkbox"/>
A.C.-K1&K2 3:45-6pm	<input type="checkbox"/>
A.C.-K3 3:45-6pm	<input type="checkbox"/>
A.C.-1st-8th 4:45-6pm	<input type="checkbox"/>
Before & After Care - Registration*	

SAVE

- Once you have selected the schedule you would like, please be sure to save.
- You are able to switch between children, if needed, at the top of the calendar.

Schedule Information

Student: Hugh Room: Interna

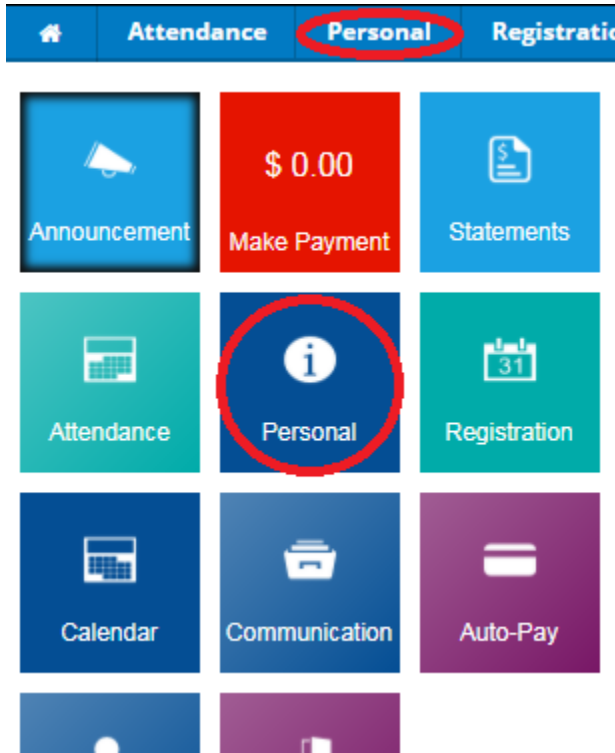
Start of Week Sun 07/30/2017 31

- NOTES
 - BC –Beforecare; AC-Aftercare; S.H.-Studyhall; SP-Spanish; MYP-Middle school; FR-French; MN-Mandarin
 - If there are any changes that need to be made, please email ExtendedDaySchool@lsdenver.org with the requested changes.
 - Before/After-School Care and Study Hall are still on a per use basis, billing is done the end of each month
 - Advanced sign-up is required, students not signed-up and who ‘drop-in’ will be charged a \$5 fee per each day this occurs
 - These options are open for the entire school year

Extended Day Portal Further Options

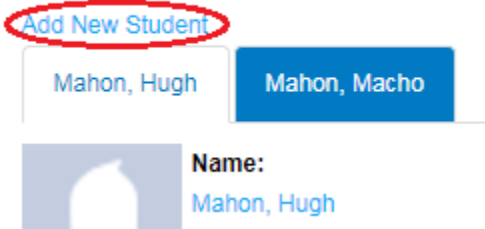
- **Adding Another Child**

- To register additional child(ren) through the Extended Day Care Portal, once you have logged in there will be a “Personal” tab that you can click on.



- It will then take you to a page with your child’s information; The Parent information; along with the Pin number that each parent will need in order to check their child out at the end of the club or extended care.
- There will be an option to “Add New Student”, from there you may click on it and then fill in the required information.

Information Summary

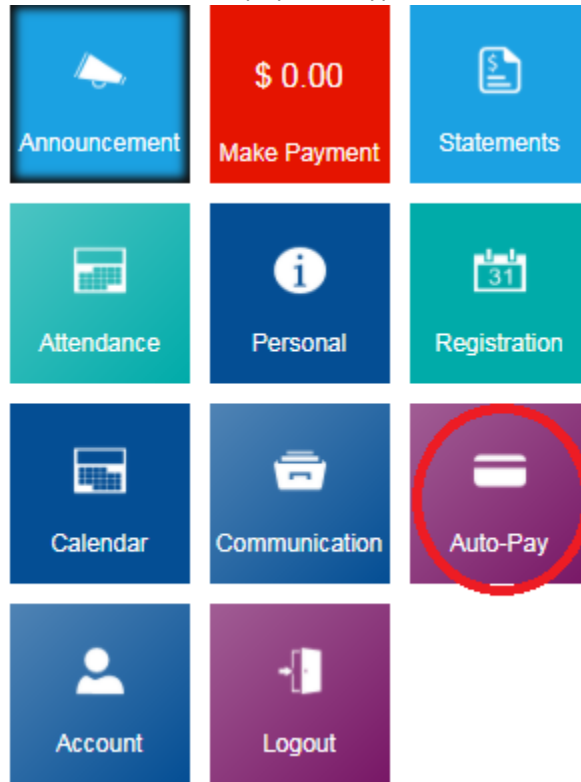


- Once you have added the new student, you may go back to the home screen, click registration and enroll for co-curriculars or extended care.

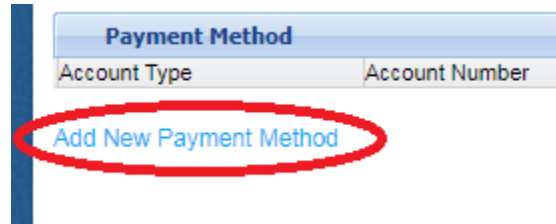
•

Adding Payment Info

- You are able to add a payment type from the home screen by clicking “Auto-Pay”



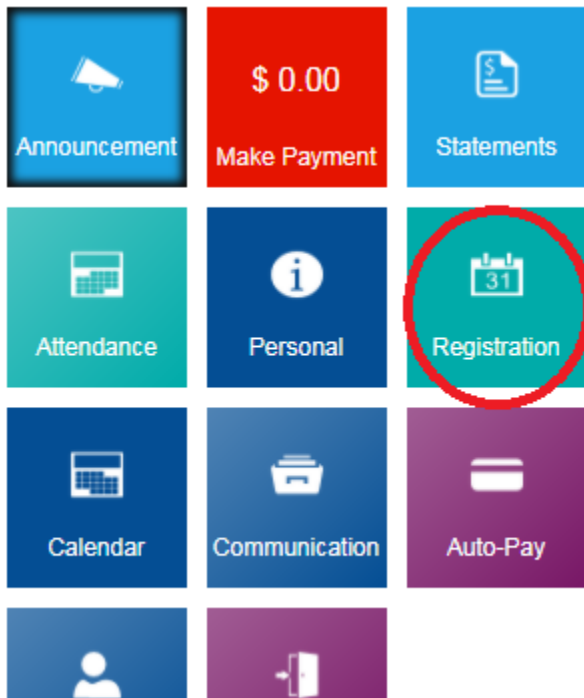
- Once you are at the payment page, you can click on “Add New Payment”



- Fill out the required information and be sure to click “Save” when you are done

- **Registering for CO-curricular**

- At the home page, you can click on registration and are then able to enroll into co-curricular that are available



- Please see the “co-curricular” section above for the enrollment steps