

# Daycare Works User Guide



# Home Screen

New Family ID#  
(instead of home phone)



**Make Payment:**  
Shows current balance due.  
Click to make a one time payment.

**Statements:**  
Click to view statement details  
and print statements.

**Attendance:**  
Pre-schedule Added Care.  
Make changes to an existing  
schedule.

**Camps:**  
Pre-schedule non-school days.  
Pre-schedule Adventure Camp

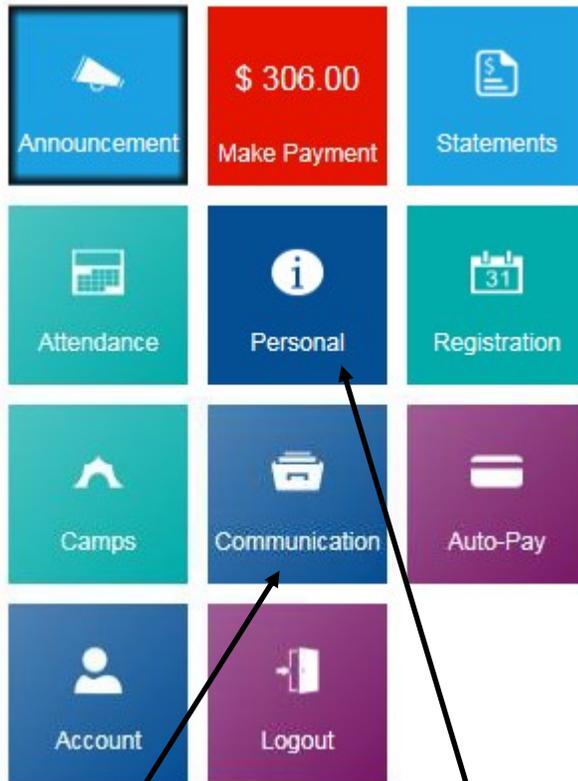
**Account:**  
View user name.  
Change account password.

**Registration:**  
Request to add a  
schedule.

**Auto-Pay:**  
Manage automatic  
payments.

**Communication:**  
All communications sent to  
your account.

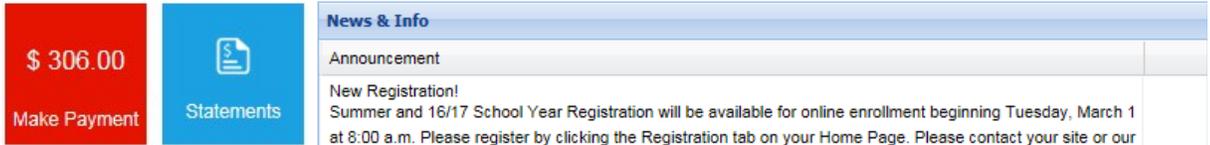
**Personal:**  
Maintain child, guardian,  
and contact information.





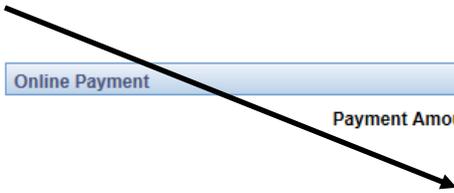
# Make Payment

To make a payment, click:



The News & Info section will disappear and the Online Payment option will appear.

The default amount will be the full balance due. You can change the amount from this screen before you click the Pay Now button.



**One Time Payment**

Please fill in the fields below and click the Submit Payment button. Please verify your information before submitting your data. If your transaction fails due to incorrect Address/Zip mismatch you can try not entering that information.

\* Payment Amount: \$ 100.00

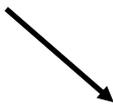
\* Card Type:

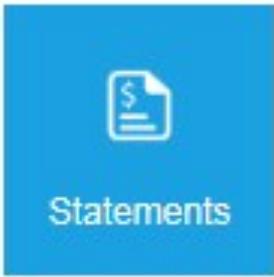
\* Card Number:

\* Expiration Date:

Enter your payment card information.

Choosing a name from the Paying Parent drop down list will prefill the billing address information. If your billing address for the card is not your mailing address, you will need to enter the address manually. Click:





# Statements

To view a statement, click :

**\$ 306.00**  
Make Payment

Statements

**News & Info**

Announcement

New Registration!  
Summer and 16/17 School Year Registration will be available for online enrollment beginning Tuesday, March 1 at 8:00 a.m. Please register by clicking the Registration tab on your Home Page. Please contact your site or our

Monthly Statements

Year End Summary

Custom Date Range Statement

View Year: 2016

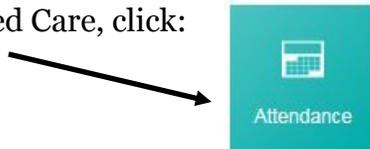
[Summary Year End](#) [Statement](#)

Date	Description	Fee	Paid	Balance
<b>Statement ID: 1682585</b>				
<b>Period: 03/01/2016 to 03/31/2016</b>				
<a href="#">View Statement</a>				
	- Normal Fee - Previous Balance Owed - 02/01/2016 - 02/29/2016	286.00		286.00
03/14/2016	- Late Payment Fee - Late Fee Adjustment <a href="#">(View Details)</a>	20.00		306.00
<b>Total</b>		<b>306.00</b>	<b>0.00</b>	<b>306.00</b>
<b>Statement ID: 1624058</b>				
<b>Period: 02/01/2016 to 02/29/2016</b>				
<a href="#">View Statement</a>				
	- Tuition - Previous Balance Owed -	266.00		266.00
02/11/2016	- Late Payment Fee - Late Fee Adjustment <a href="#">(View Details)</a>	20.00		286.00
<b>Total</b>		<b>286.00</b>	<b>0.00</b>	<b>286.00</b>



# Attendance

To add Pre-scheduled Added Care, click:



Select the Student and Adventure Club Site:

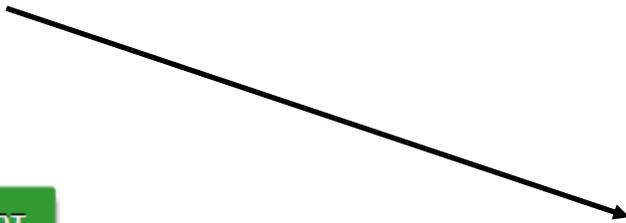
**Schedule Information**

Student:  Room:

**< March 2016 - Added Care (Prescheduled) >**

Select the days you wish to add.

Click:



Mon 09/12/2016	28
Part Day - TK - Before School AC	<input type="checkbox"/>
Part Day - TK - After School AC	<input type="checkbox"/>
Part Day - K - Before School AC	<input type="checkbox"/>
Part Day - K - After School AC	<input type="checkbox"/>
Before School - Late TK AC	<input type="checkbox"/>
Before School - Early TK AC	<input type="checkbox"/>
After School - Late TK AC	<input type="checkbox"/>
After School - Early TK AC	<input type="checkbox"/>
Added Care - Registration	
Before School - K-5 AC	<input type="checkbox"/>
After School - K-5 AC	<input type="checkbox"/>

This amount will immediately be added to your due balance.

To pay, click the Make Payment button from the home screen.

\*You will not be able to remove care from this system once you checkout. All changes will need to be done manually at your Adventure Club Site.



# Attendance

To make a change to an existing schedule, click:



Select the Student and Adventure Club Site:

**Schedule Information**

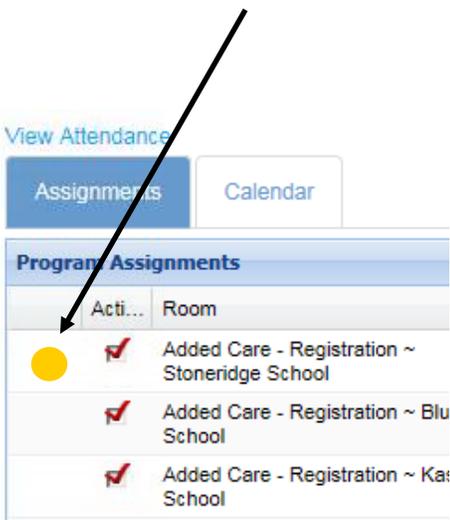
Student:  Room:

◀ March 2016 - Added Care (Prescheduled) ▶

Scroll all the way to the bottom of the screen to view current program assignments.

Click on the Edit button.

*\*Added Care and non school days will not have an Edit Button.*



- Select which days you would like for your new schedule.
- The Effective Date must be the 1st of the next month.
- Before School & After school are two separate programs.
- Schedule changes are sent to the site director for approval.
- Any edit that removes all days for a specific time slot will have to complete the changes manually at your Adventure Club Site.
- Preschool cannot add/change days or register for non-school days.

Any schedule changes will appear under Pending Future Program Assignments until approved by your Site Director.

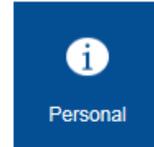


Pending Future Program Assignments			
	Room	Effective Date	End Date



# Personal

To view your child's schedule, contact information and print information records, click:



Tab for each child

Update Child's information

Schedule

**Child 1, Name** | Child 2, First Name

**Name:**  
Child 1, Name  
(Update Information)

**Information Record**

**Birthday:**  
01/01/2008

**Admission:**  
03/01/2016

**Phone:**  
555-555-5555

**View Attendance**

Room/Program	Effective	End	M	T	W	T	F
Added Care -	03/01/2016	06/09/2016					
Registration ~							
Stoneridge School							
2015 - 2016 - Roseville							
City District							

Set Guardian 2 to N/A

**Parents/Guardians**

Guardian 1  
Guardian 1 Last Name  
(Update Information)  
H: 555-555-5555  
Email: e-mail address

Guardian 2  
Guardian 2 Last Name  
(Update Information)  
H: 555-555-5555  
Email: na

**Add New Contact**

**Contacts**

na  
(Update Information)  
W: na  
DOCT

Print Information Record (PDF)

Update Parent Information

Add a New Contact

Update Contact Information



# Registration

To enroll in a new session, including Non-School Days, Before School Care, After School Care, Part Day Kinder Care, Preschool and Summer Days, click:



Filter

Category

Non School Days

Event/Semester

View all Semesters

Center/School

View all Centers/Schools

FIND RESET

### Select a Category:

- View all Categories
- 1st - 5th Grade
- Added Care (Prescheduled)
- Kindergarten
- Non School Days
- Preschool
- Summer
- Transitional Kindergarten - Early
- Transitional Kindergarten - Late

### Select an Event/Semester:

- 2016 - 2017 - Dry Creek School District
- 2016 - 2017 - Roseville City District
- (individual non school days)
- (Spring Break / Winter Break)
- Summer 2017 - Dry Creek School District
- Summer 2017 - Roseville School District



# Registration

Session Name

**After School - 1-5**

Hours of Operation: Dismissal Bell to 6:00 p.m.

Before and After School Rate: please sign up for both classrooms separately and the discounted rate will be applied automatically.

Site Name

Enrollment

Session

Coyote Ridge School - After School - 1-5

**Course Number**  
2015 - 2016 - Dry Creek School 08/12/2015 to 06/08/2016

District

**Registration Fee - \$ 60.00** First Grade to Sixth Grade Total Enrollment : 88

**ENROLL**

Select Student: Child 1, Name

Start Date: 03/22/2016

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

Click the Enroll Button to select your child and days of the week.

Click the Add More Button to add additional sessions or schedules for the second child.

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

Click the Checkout Button to pay.

+Add Another Program

Enrollment(s)		
Participant	Program	Registration Fee
Child 1, Name <a href="#">(Delete)</a>	Coyote Ridge School After School - 1-5 - 1st - 5th Grade - 2015 - 2016 - Dry Creek School District (2015-08-12 to 2016-06-08 - M_____)	\$ 60.00
		<b>Total: \$ 60.00</b>

Click Delete to remove the session before paying for it.

**ADD MORE** **CHECKOUT**

Click Checkout to be taken to the payment screen.



# Camps

To enroll in Non-School Days and Summer Days, Click:  
(This does not include Preschool.)



The same Registration box will appear, search by Category, Event and School.

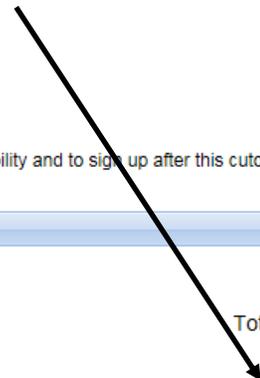
The registration box features a search bar at the top labeled 'Search Programs'. Below it is a 'Filter' section with three dropdown menus: 'Category' (with 'View all Categories' selected), 'Event/Semester' (with 'View all Semesters' selected), and 'Center/School' (with 'View all Centers/Schools' selected). At the bottom left of the box are two green buttons labeled 'FIND' and 'RESET'.

Select your School Site and Program:

Please select a school site:

Please select a Program:

Click the Enroll Button:



## Non School Days

Non School Days are days Adventure Club sites are open, but school is closed.

Online Registration for Added Care and NSDs closes the Sunday 7 days before. Please contact your site directly for availability and to sign up after this cutoff.

The program listing shows details for 'Coyote Ridge School - Non School Days'. It includes the course number 'March 4 NSD-COYOT30813', the dates '03/01/2016 to 03/31/2016', and the registration fee 'Registration Fee - \$ 0.00'. On the right side, it indicates 'Total Enrollment : 0' and features a green 'ENROLL' button.



# Communication

To access Adventure Club forms, click:



Documents		Links
Category	Document	We are sorry but there are no links available at this time. Please come back again to check for new resource links.
Adventure Club Enrollment	<a href="#">Important Information</a> <a href="#">Important Information for Parents</a> <a href="#">Program Registration</a> <a href="#">Program Registration</a> <a href="#">Right and Background Check</a> <a href="#">Rights and Background Check Information</a> <a href="#">Summer 2016 Enrollment</a> <a href="#">Roseville Summer 2016 Enrollment</a> <a href="#">Tuition Agreement</a> <a href="#">Adventure Club Tuition Agreement</a>	

**Profile**  
Please select a profile to view.  
Profile:

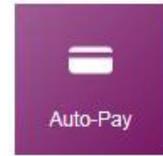
Click the document links to open a pdf version of each form.

The forms available will vary based on the site that you are currently enrolled in.



# Auto Pay

To set up automatic payments for your account, click:



Fill in your Billing Address

Current Card on file will show here. You can control if a card is active/inactive it with these buttons.

Payment Method				
Account Type	Account Number	CC Exp Date	Account Holder	Contact
				<a href="#">Deactivate</a> <a href="#">Activate</a>

## Add New Auto Payment Method

Account Holder:

Account Address:

Account City:

Account State:

Account Zip:  5 digits(ex: #####)

Holder Email:

Phone Number:  10 digits(ex: ### ##-####)

## Credit/Debit Card Information

Card Type:

Card Number:

Expiration Date:

Recurring:

First Payment Date:

I authorize the City of Roseville to begin charging my Visa, Discover, or MasterCard account indicated above for payment of my monthly childcare bill. I understand that I have the right to stop these automatic charges upon 30 days written notice to the City of Roseville Adventure Club/Preschool prior to the time my account is charged. I also understand that the City of Roseville and/or the financial institution indicated reserve the right to end this payment plan and my participation therein.



First Payment Date defaults to the 7th of the month.

- Choose from 2 Payment Options:
- 100% on the 7th.
  - 50% on the 7th & the remainder on the 21st.