

# ECC Registration Procedures through Daycare Works

**Registration Information**- All families are **REQUIRED** to read the policies and procedures of the ECC program **BEFORE** registering for ECC!

- ECC registration each year is from **AUGUST 1<sup>st</sup> to AUGUST 20<sup>th</sup>**
- Every child must be registered for the ECC program in order to attend ECC
- Every child must attend Evesham School District (K-5th) in order to register for ECC
- There is a \$35 registration fee per school year for each child
- Registration fees are non-refundable
- There are two registration options: **FIXED** and **FLEXIBLE**. You can choose which option best meets your needs for child care

\*If you need to register for the ECC program any time during the school year, you must call the ECC office @ 856-988-0686.

**\*Registrations will not be accepted between August 21<sup>st</sup> - September 8<sup>th</sup>. Registration will re-open on September 9, 2020.**

## **Instructions for Registering**

- Registration can be done online using the following links on the ETSD website: [www.evesham.k12.nj.us](http://www.evesham.k12.nj.us) – then click on Evesham Child Care/Teddy Bear Academy link
1. **Returning/Current ECC Families** must use their current Daycare Works parent portal to register for the new school year. Log in to your portal; then click on the Registration Tab. 1st step is to select Fixed or Flexible Scheduling. Then you can choose your program (Before Care or After Care). If you need both, select Before Care first. When you are asked if you want to add another program, select After Care. Follow all the prompts. Make sure to select the correct school and program (Before Care /After Care).
  2. **New Families** must create a Parent Portal by using the **ECC Parent Portal for New Registrations Link**. 1st step is to select Fixed or Flexible Scheduling. Make sure to select the school your child attends. Then you can choose your program (Before Care or After Care). If you need both, select Before Care first. When you are asked if you want to add another program, select After Care. Follow all the prompts. You will receive an email notification from Daycare Works to confirm we received your registration

## **Program Options**

### **1). Fixed Scheduling**

The Fixed Scheduling option is great for parents that have a set schedule and know in advance the days you need ECC and do not wish to worry about scheduling each month. You can choose

your days for the week. The days must be the same days each week. The tuition is based on all school days per year and is divided into 10 equal monthly installments. Please note; you may not swap days. You can occasionally add a day at the daily rate. You are not permitted to continuously change your schedule when using this option.

The Fixed Schedule option includes half days and scheduled two-hour delayed openings at no additional fee if your child is scheduled on the day the half day or two hour delay occurs.

The monthly rate for Fixed Schedule **does not** include Holiday Camp Days. You must register and pay separately for any Holiday Camp days that you use. To register for Holiday Camp, call the ECC office at 856-988-0686.

There is a \$35 registration fee per child.

If you choose the fixed schedule, you must “Enroll” for before and after (if you need both). You will only be charged one registration fee per child.

**Please use the following steps to guide you through the registration process:**

- Visit: [https://www.daycareworks.com/reg\\_evesham/start\\_registration.jsp](https://www.daycareworks.com/reg_evesham/start_registration.jsp)
- Choose ECC Fixed Schedule
- Scroll down to Before or After Care (which ever you need) and find the school your child attends, then click on “Enroll”. If you need both, enroll in Before Care first.
- After you “Enroll” you will select the days you need care (must be the same days every week). Complete the rest of the registration questions.
- Once you complete the first page, the system will ask you if you are adding another child; Do so if needed.
- If you need Before and After Care, enroll in Before Care first. Complete all questions. On second page you will have the option to Add Another Program. This is where you will select After Care; then choose your days for After Care.
- After you submit your registration, you will receive a confirmation email with the link, username and password to set up your account on the Daycare Works Family Portal. This is where you can view your account, make changes to personal information, add emergency contacts, see your monthly bill, obtain tax information, etc...
- Set up your parent portal account: You can also use this link which is the software parent portal help guide: [http://www.daycareworks.com/help/Parent\\_Portal/Index.htm](http://www.daycareworks.com/help/Parent_Portal/Index.htm)
  1. Your child will automatically be scheduled on the days that you selected for the entire year. If you need to make a change, you must call the ECC office. Only one

schedule change per school year is allowed. You may add days on occasion. You will be charged the daily rate for any days added.

2. Your monthly payments will be due on the 20<sup>th</sup> of each month for the following month of service

## **2). Flexible Scheduling**

The Flexible Scheduling option is great for parents who do not have a set schedule or just want the flexibility of scheduling as needed on a monthly basis. Please note; even though we are offering flexible scheduling, you must still submit your monthly schedule by the 20th of each month for the next month of service. With this option you pay a daily rate for the days that you select. You may add days if needed but we will not swap days that you already scheduled. You will be charged a daily rate if adding any days after the 20<sup>th</sup> of the month.

**Please use the following steps to guide you through the registration process:**

- Visit: [https://www.daycareworks.com/reg\\_evesham/start\\_registration.jsp](https://www.daycareworks.com/reg_evesham/start_registration.jsp)
- Choose ECC Flexible Schedule
- Scroll down to find the school and your child attends, then click on “Enroll”.
- Answer all the registration questions.
- Once you complete the first page, the system will ask you if you are adding another child. Do so if needed.
- Make sure to add all Emergency Contacts and Authorized Pick-up Persons (you can add more if needed).
- This is where you will create your user name and password for your portal account.
- You will be charged a \$35 registration fee for each child you register.
- After you submit your registration, you will receive a confirmation email with the link, username and password to set up your account on the Daycare Works Family Portal. This is where you can view your account, schedule your days each month (under the “scheduling” tab), make changes to personal information, add emergency contacts, submit your schedule and payment, obtain tax info, etc...
- Set up your account on the parent portal: You can also use this link which is the software parent portal help guide: [http://www.daycareworks.com/help/Parent\\_Portal/Index.htm](http://www.daycareworks.com/help/Parent_Portal/Index.htm)

1. Under the “Scheduling” tab, the calendar will be available one month at a time to schedule the days and sessions needed. You will have from the 1<sup>st</sup> to the 20 of each month to pick your days and submit your schedule for the following month of service.
2. Your monthly schedule and payment will be due the 20<sup>th</sup> of each month for the following month of service. A \$30 late payment/calendar fee will be charged for scheduling after the 20<sup>th</sup>. You must call the office to schedule after the 20<sup>th</sup>.

If you need assistance with registering for the ECC program, please call the ECC Office at 856-988-0686