

# BPS KIDS CLUB REGISTRATION 2011-2012

## Registration Fee: \$50 per family

### Instructions for Existing *DayCareWorks* Families (You DID have a student in 2010/2011 BPS Kids Club, KinderPlus or Preschool)

- Log in to your existing DayCareWorks account at: [www.daycareworksfamily.com](http://www.daycareworksfamily.com)
  - To register your existing child (was in Preschool, KinderPlus or Kids Club in 2010-11 and is in the system):
    1. Click On "Registration" at the top of the page.
    2. Under "Category" click on "Kids Club"
    3. Under "Facility" click on your school name.
    4. Do not enter anything under "Program Name" or "Event/Semester."
    5. Click on "Find". Then, click to "view location offering."
    6. At "School Year 2011-12 Kids Club" click "Enroll" at the Program you are registering your child for.
    7. Click "Enroll" again (you do not need to enter start date).
    8. Click "Checkout" and pay your registration fee using a credit/debit card or check information.
  - To register a sibling of an existing student (add a child):
    1. Click on "Personal" at the top of the page.
    2. Click on "Child" to "Register New Child/Student".
    3. Enter your child's name and birth date only. Click on "Save".

### Instructions for NEW *DayCareWorks* Families (you DID NOT have a student in 2010-2011 BPS Kids club, KinderPlus or Preschool)

These instructions are for families who do not already have a DayCareWorks Family Account. You will need the following to register: Names, addresses, phone numbers, (inc. work), email addresses of parents and two additional contacts; doctor and insurance information, credit/debit card or check information.

1. Log into the Birmingham Public School website at: [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us)
2. Click on Quick Links, then "DayCareWorks Registration".
3. Click on Kids Club.
4. Click to "View Location Offering" and click "Enroll" on the school your child will attend.
5. Enter the required information. If the information does not apply, put n/a in the box. Leave no empty boxes.
6. Then click on "Next".
7. Enter a "UserID" and "Password" and save for future use.
8. Under "Payment Information" enter your credit/debit card or check information to pay your registration fee.
9. Read and check the Confirmation statements, then click "Confirm and Enroll".

**\*\*\*\*IMPORTANT\*\*\*\***

**Your child may not attend kids club until sessions are purchased in advance.  
Please refer to attached instructions for purchasing sessions.**

# BPS KIDS CLUB 2011-2012

## Scheduling Instructions

1. Log in to your account at [www.daycareworksfamily.com](http://www.daycareworksfamily.com) (if new to DayCareWorks, you must wait for registration approval)
2. Click on the "Attendance" tab at the top of the page.
3. Advance to the month in which you want to purchase sessions by clicking on the small calendar icon near the month name.
4. Select a schedule option (Early Purchase AM or PM, Regular AM or PM) from the drop down menu above the calendar.
5. Check the boxes for the days you wish your child to attend. Please double check your entry. No changes can be made after you pay for the schedule. Click "Add to Cart".
6. Repeat as needed. For example, if you have selected AM sessions, repeat for PM sessions. Repeat for additional children.
7. Follow the payment instructions. You will receive an email receipt.

DROP IN CARD purchases can be made sending an email to: [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us) . Please include your child's name, school and the # of sessions you wish to purchase. Your account will be charged and a card will be sent to your school after the fee has been paid. To pay the fee: log into your DayCareWorks account. The fee will appear on your main screen. Click on "Pay Online" and enter your payment information. Need help? Please email [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us)

# Kids Club 2011-2012 Rates

**3 OPTIONS** (All require payment in advance)

## #1 EARLY PURCHASE

*Advance purchase sessions on or before the 25<sup>th</sup> of the preceding month*

AM	\$6.50	\$5.00	add'l children (\$11.50 family rate)
PM	\$8.25	\$6.25	add'l children (\$14.50 family rate)

- If there are any sessions that you know before the 25<sup>th</sup> of the preceding month you'll need your child to attend Kids Club for the next month, it is most cost effective to purchase at the EARLY PURCHASE rate.
- You can purchase MONTHLY sessions in any increment of days and your schedule does not need to be consistent. You do not need to purchase an entire month of sessions.
- There are no refunds for sessions purchased that are not used.

## #2 REGULAR

*Advance purchase sessions after the 25<sup>th</sup> of the preceding month and at least ONE day in advance.*

AM	\$7.00	\$5.50	add'l children (\$12.50 family rate)
PM	\$9.00	\$6.75	add'l children (\$15.75 family rate)

- If you do not know sessions your child needs to attend Kids Club by the 25<sup>th</sup> of the preceding month or need additional sessions after you purchase using the EARLY PURCHASE option, you can purchase using the REGULAR option.
- Using REGULAR purchasing, you must purchase a session **before midnight** on the day before you need your child to attend Kids Club. For example, you must purchase Wednesday sessions before midnight on Tuesday.
- It is more cost effective to purchase sessions using REGULAR instead of DROP IN if you know them a day in advance.
- There are no refunds for sessions purchased that are not used.

## #3 DROP IN

*"Drop-In" sessions do not require session dates to be selected in advance. May be purchased in increments of 2-10 sessions.*

AM /PM	\$10 per session
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DROP IN is most cost effective if used for same day, last minute needs. Cards are held by the Kids Club Director. Parents sign the cards when they drop off/pick up and always know how many sessions are remaining. Drop-In sessions will be transferred to the next school year if not used.

### **\*\* UNSCHEDULED FEE: \$15.00**

If your child attends a session of Kids Club and you have not purchased the session using EARLY PURCHASE, REGULAR, or do not have a DROP IN session available, you will be charged \$15.00 per child for the session.

### **\*\* LATE PICKUP FEE**

\$15.00 for the first 15 minutes (6:01 p.m. – 6:15 p.m.)      \$1.00 for each minute after 6:15 p.m.