York Catholic District School Board

New Online Cashless System – School-Day

Dear Parent(s)/Guardian(s),

St. Joseph the Worker CES is pleased to announce that we will be using School-Day, an online cashless system for use by parents, teachers and office administrative staff.

School-Day can be accessed from any web-enabled device at school-day.com, and mobile users can find an enhanced version at school-day.app. This system gives parents real-time, secure access to up-to date information, and the ability to:

- Complete on-line payments for trips, other activities, products or services
- Approve permission forms instantly on-line
- Minimize the risks associated with sending money to school with your child ("backpack delivery")
- Reduce the environmental impact of photocopying permission forms and announcements

We are sure that you will find School-Day easy to use, and we appreciate your help in improving our communications and significantly reducing the amount of paper our school consumes.

To participate in this exciting initiative, please take a moment to register by following the steps outlined below.

1. Please go to the school website home page and click on the School-Day button. Or, go to www.school-day.com (or school-day.app for mobile users). Click ***Log In***, then ***Register***. Complete your information, making sure to include a valid email address (a personal email address if you are also an employee of YCDSB), as important information and reminders are forwarded from the school to the email you provide.

2. Once you make a School-Day account, you need to add a child. In order to add your child(ren) to your School-Day account you will need your **secure match key. The secure match key can be found on the introduction letter sent home with your child**. If you are unable to locate the letter with your secure match key please call the school office to receive your key. Using your secure match key follow the steps below:

   a. Click ***Add Student***
   b. In the Secure-Match™ field, enter your Secure-Match™ Key provided to you and then click ***Register.***
   c. Confirm you are the legal parent or guardian of the child.

   Please protect your Secure-Match™ Key as it ensures the security of your School-Day profile. Up to two parents/guardians can use the same Secure-Match Key to add a child to their account. If you require an additional key so that another parent/guardian can add a child to their account, please contact the school to have another Secure-Match™ key issued.

3. If you have multiple children, click ***Add Student*** again, and follow the steps outlined above using the second Secure- Match™ key. You will be able to view all of your children from a single account.

If you require assistance, please contact the School-Day Support Team. You can submit a ticket from within the School-Day system or email support.ticket@school-day.com. You may also call 1.855.253.1731 to leave a voicemail and request a support ticket be opened on your behalf. If you have questions about how to use School-Day, please search the articles found in the School-Day Support Centre and Knowledgebase at http://support.school-day.com/en/home.

Thank you for your time.

Sincerely,

Ms. D. Cristiano
Principal

Ms. A. Parisi
Vice Principal