

READ AfterSchool Parent Portal

After you receive your registration approval email, please **log into the Parent Portal** at <https://family.daycareworks.com/login.jsp> using the user ID and password you selected during registration.



Member Login

Enter your User Name	
Enter your password	

Reset

Submit

Did you forget your Password? [Password Reminder](#)

When you log in, you will see news and announcements from READ on the right, and tiles with other actions to the left. This guide will walk you through each of the functions:

[Auto Pay](#)
[Make Payment](#)
[Statements](#)

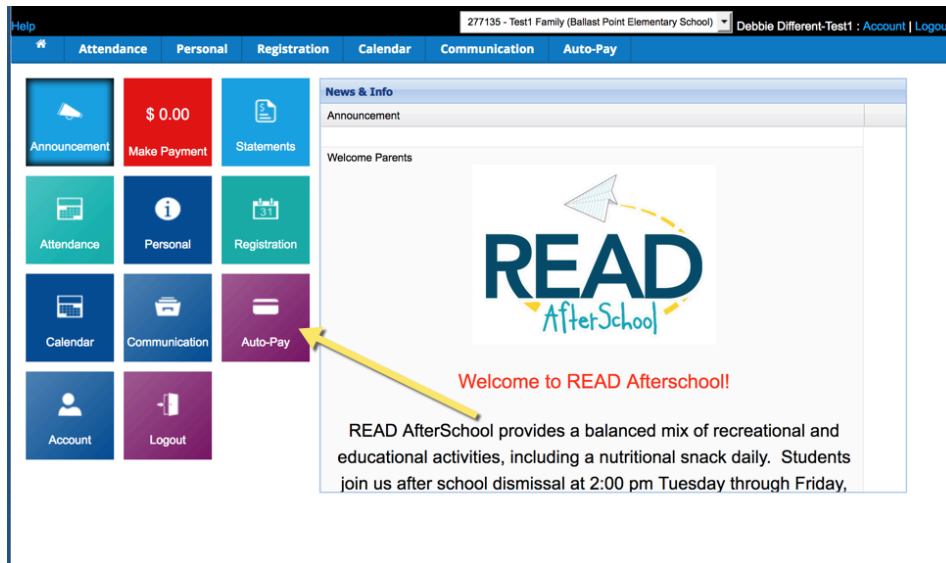
[Attendance](#)
[Personal](#)
[Registration](#)

[Calendar](#)
[Communication](#)
[Account](#)

The screenshot shows the READ AfterSchool Parent Portal interface. At the top, there's a header with "Help" on the left, a dropdown menu showing "277135 - Test1 Family (Ballast Point Elementary School)", and a user profile "Debbie Different-Test1 : Account | Logout". Below the header is a navigation bar with tabs: "Attendance", "Personal", "Registration", "Calendar", "Communication", and "Auto-Pay". The main content area is divided into two sections. On the left is a grid of 12 tiles: "Announcement" (blue), "Make Payment" (red, showing "\$ 0.00"), "Statements" (blue), "Attendance" (green), "Personal" (blue), "Registration" (green), "Calendar" (blue), "Communication" (blue), "Auto-Pay" (purple), "Account" (blue), and "Logout" (purple). On the right is a "News & Info" section. It has a sub-header "Announcement" and a "Welcome Parents" message. Below the message is a large graphic with the text "READ AfterSchool" and a stylized arrow. Underneath the graphic, it says "Welcome to READ Afterschool!". At the bottom of the news section, there's a paragraph: "READ AfterSchool provides a balanced mix of recreational and educational activities, including a nutritional snack daily. Students join us after school dismissal at 2:00 pm Tuesday through Friday,".

Auto Pay

The first function we want to draw your attention to is **Auto Pay**. To reduce your administrative time and to allow us to focus all our attention on your students, we hope you will sign up for Auto Pay. By doing so, your card will be automatically charged and your account paid in full on the 2nd of each month. This year, a \$25 late fee will be charged for accounts which are not paid in full by the 5th of each month. Signing up for AutoPay will help avoid any late fees.



1. When you select Auto-Pay, you will be given an opportunity to add a form of payment. Click on the blue link for “Add New Payment Method”:

Payment Method

Current Balance Due: \$0.00

Payment Method					
Account Type	Account Number	CC Exp Date	Account Holder	Contact	Billing Schedule

[Add New Payment Method](#)

2. Input your MasterCard or Visa details, and specify the first payment date as the 1st of the next month of the program.

Credit/Debit Card Information

Card Type: MasterCard

Card Number:

Expiration Date: 01-January 17

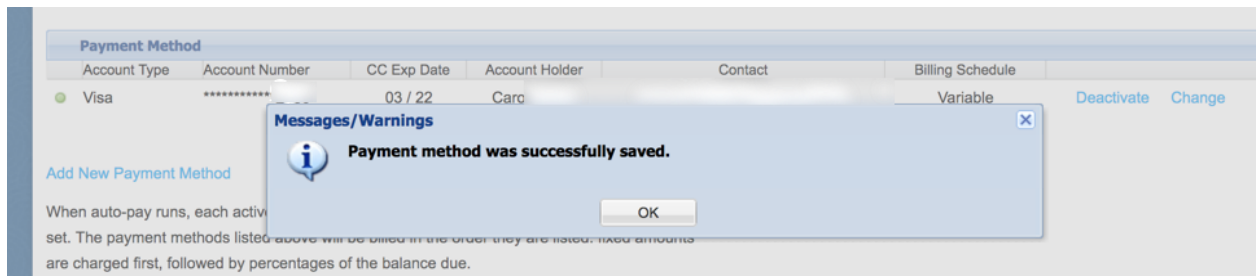
Recurring: Full Amount

First Payment Date:

☐ By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

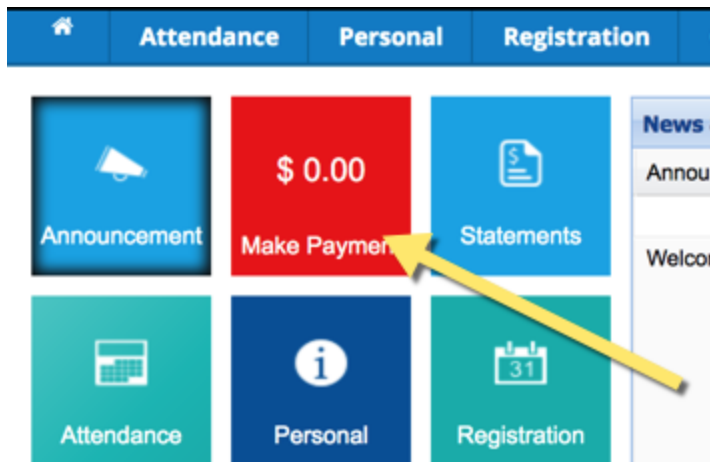
SAVE

3. You will receive confirmation that your Auto-Pay was successfully set up. Please don't forget to update your payment information should your card expire or need to be replaced.



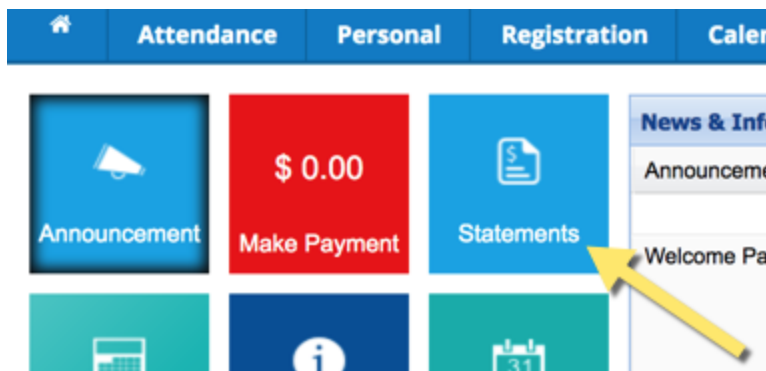
Make Payment

You can also make one-time payments through the red Make Payment tile, using a card saved to your account, or a card you use for one time only. You will receive an email confirmation of your payment.



Statements

You can view your account history and print statements through the Statements tile:



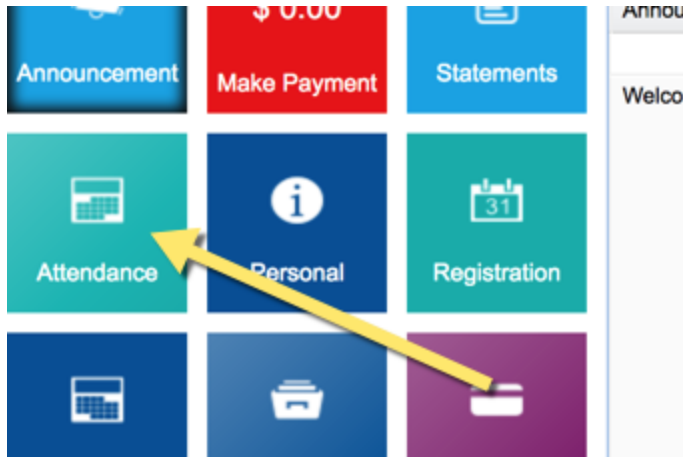
Your ledger is shown in grid format. Here is where you also will go to retrieve your year-end statement for tax purposes, or a current period statement.

View Year: 2017 **VIEW** [Show Prepaid Deposits](#) [Summary Year End](#) [Statement](#)

Date	Description	Fee	Paid	Balance
Statement ID: 3184977				
Period: 05/01/2017 to 05/31/2017				
View Statement				
05/11/2017	Julia Test1 - Registration Fee - Ballast Point Elementary School 1st & 2nd Grade After School Full Time - 2017 School Year - 08/10/2017 to 06/01/2018 - Registration Fee (View Details)	0.00		0.00
05/11/2017	Julia Test1 - Tuition - Ballast Point Elementary School Pre-Bill:1st & 2nd Grade After School Full Time (View Details)	234.00		234.00
05/11/2017	Credit Card - Payer: Carol Brown - Online Payment - ID: 131902237877 - Invoice #: 2333906 - 10:59 AM		234.00	0.00
05/11/2017	Credit Card - Payer: Carol Brown - Online Payment - ID: 131847141044 - Invoice #: 2334071 - 11:24 AM		10.00	-10.00
Total		234.00	244.00	-10.00

Attendance

Under Attendance, you will be able to see what time your student was checked in and out each day:



The first screen shows your student's schedule ("assignments"). Click on **View Attendance** to see your child's attendance history:

Schedule Information

Student: Julia

[Print Student Class Schedule](#) [View Attendance](#) [Export Calendar](#)

Assignments

Acti...	Room	Effective Date	End Date	M	T
1st & 2nd Grade After School Full Time ~ Ballast Point Elementary School		08/10/2017	06/01/2018	02:00 PM to 06:00 PM	02:00 PM to 06:00 PM

Attendance Information

Student: Julia

[View Scheduling](#)

Program	Check In Date	Check In Time	Check Out Date	Check Out Time	Code
---------	---------------	---------------	----------------	----------------	------

Personal

The Personal tab is where you can find and update the information you input at the time of registration. Here is where you can change your contact information, emergency contacts, persons authorized to pick up your student ("Add New Contact"), or tell us about new allergies. After pressing the Personal tile, click on Update Information to make edits. READ will receive an email with your changes, so we'll be sure to see your updates.

The screenshot displays the 'Personal' tab in a school portal. The top navigation bar includes 'Attendance', 'Personal', 'Registration', 'Calendar', and 'Communication'. The 'Personal' tab is selected, and a yellow arrow points to the 'Personal' tile in the main menu. The 'Information Summary' section shows the student's name 'Test1, Julia' and a link to 'Update Information'. The 'Information Record' section lists the student's birthday, admission date, and phone number. The 'Parents/Guardians' section lists two guardians: Debbie Different-Test1 (Guardian 1) and Daniel Different-Test1 (Guardian 2). The 'Contacts' section lists two contacts: Dr. Who (DOCT) and Michelle Jones (EMRG). A yellow arrow points to the 'Update Information' link in the 'Information Summary' section.

Announcement \$ 0.00 **Make Payment** **Statements**

Attendance **Personal** **Registration**

Information Summary

[Add New Student](#)

Test1, Julia

Name:
Test1, Julia
(Update Information)

Information Record

Birthday:
01/01/2011

Admission:
05/11/2017

Phone:
(813) 751-7751

Room/Program

1st & 2nd Grade
School Full
Point Elementary

Parents/Guardians

Debbie Different-Test1 Guardian 1
(Update Information)
Pin Number: 541304
H: (813) 751-7751
W: (813) 751-7751
C: (813) 751-7751
Email: carolmartinbrown@gmail.com

Daniel Different-Test1 Guardian 2
(Update Information)
Pin Number: 541305
H: (813) 751-7751
W: (813) 751-7751
C: (813) 751-7751
Email: carolmartinbrown@gmail.com

Set Guardian 2 to N/A

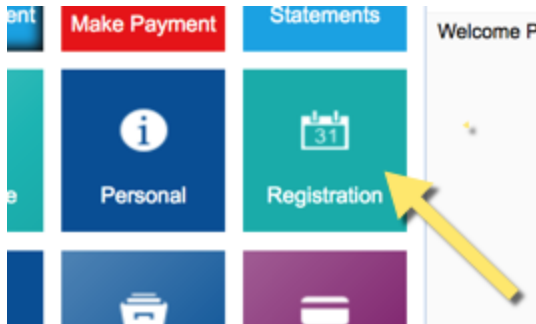
Contacts

Dr. Who DOCT
(Update Information)
Status: Active
W: (813) 123-4567

Michelle Jones EMRG
(Update Information)

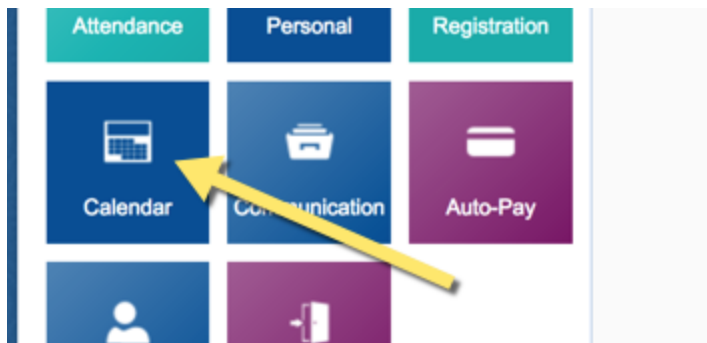
Registration

If you've made it this far, you're already registered this year, but the Registration tile is where you will go to re-register next year, or register additional students this year. You will simply need to update any old information and choose a new grade, making enrollment in future years a snap!



Calendar

Visit our Calendar to see what's going on in READ each week.

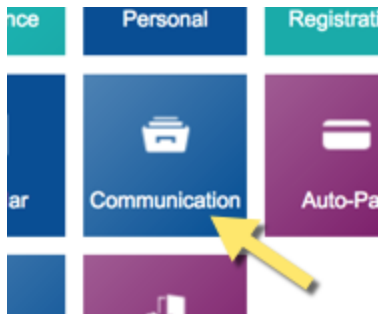


Calendar

May 2017							Today	◀	▶
Day	Week	Month							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
01	02	03	04	05	06	07			
22	23	24	25	26	27	28			

Communication

The Communication tile is where you can find our Program handbook and ways to contact us.



Account

Finally, Account is where you go to update your username and password for the parent portal:

