

Kids' Care Fall Enrollment

Beginning July 30th

Kids' Care is excited to announce we have a new online enrollment process! You will be able to enroll your student, check your balance, make payments, and even change your program all from home!

Step-by-Step Enrollment Directions

- 1. Go to <u>www.greatvalleyacademy.com/pages/Kids-Care.html</u>
- 2. Click on the blue hyperlink for first time Kids' Care enrollment.
- 3. Select which campus your child will be attending (Modesto or Salida).
- 4. Your enrollment options will now be listed. Please carefully select the correct plan for your student(s).
- 5. Please fill in all the blank fields. Those marked with a red star are required.
- 6. You will now be given the option to add another student if you need to.
- 7. Create a username and password that you will use to access your online account.
- 8. Pay your registration fee via credit card.
- 9. Review the confirmation questions and submit your application.
- 10. Please allow 24 business hours for your account to be activated before you will have access to your account. You will receive a confirmation email once your account has been activated.

Tips:

- Please allow yourself 15-20 minutes to fully register. You cannot save and return later.
- Once you have registered your first student, you will be given the option to add students.
- A \$15 per child registration fee will be required to complete registration.
- There is a \$100 deposit per drop in family.
- 2 emergency contacts will be needed during registration. You can add more once your account has been approved.
- There is now an option for online and automatic payments. There is a 2.5% credit card convenience fee charged at time of checkout.
- Once you have registered, please allow 24 business hours for your account to be activated.
- Once your account has been activated, Log into your account and obtain your unique pin code and the pin code of all approved pick-up contacts. It is your responsibility to give out these numbers to said contacts.
- YOU MUST HAVE YOUR PIN CODE TO CHECK-IN/OUT YOUR STUDENT(S).

Signing Into Your Account

- 1. Go to www.greatvalleyacademy.com/pages/Kids-Care.html
- 2. Click on the blue hyperlink for families that have already registered online.
- 3. Log into your account using the username and password you created during registration

You are now into your account. The tiles located on the left hand side of the screen will become your friends. They are the fastest way to access your personal information and payment options.

Payment Options

Making a Payment:

Sign into your account and click on the red "Make Payment" tile. This will allow you to enter the specific amount that you would like to pay towards your account balance.

Auto-Pay:

You also have the option of automatic payments. Click on the "Auto-Pay" title and enter your credit card information. Your credit card will be charged for the amount of your bill on the 1st of the month.

Finding Your PIN

Your PIN numbers will allow you and your emergency contacts to sign your child in and out of the Kids' Care program. These PIN numbers are custom for every person and it is your responsibility to give the PIN number to the corresponding person.

- 1. Log into your account.
- 2. Click on the "Personal" tile.
- 3. Notice the "Parents/Guardians" heading.
- 4. PIN numbers will be listed under each parent/guardians name and emergency contact.

Adding Contacts

During registration you are required to add two contacts. After you have registered and your account has been activated, you may add additional contacts.

- 1. Log into your account.
- 2. Click on the "Personal" tile.
- 3. Scroll down to the "Contacts" section at the bottom of the page.
- 4. Click "Add New Contact" directly above the "Contacts" header.

If you have any questions you can call us at (209) 576-2286 or email Michaela m.turley@greatvalleyacademy.com