

Attention Returning Parents:

All Family/Contact information must be updated before submitting your registration!

- Student, Parent, and Contact Information is located on the “Personal” Screen (Located next to “Attendance” at the top of the Screen)
 - To update the information please click “Update Information” link under each individuals name
 - Click Save after updating each Child, Parent, and/or contact. Please note when updating a child you must change their grade.
 - **NOTE:** Employer Name and Phone Number are now required for each Parent.
 - If you have a child aging into the program please add them by clicking the “Add New Student” link located under the “Information Summary Heading”
- Once you have updated all your information please register your child(ren) for all desired programs. (Located under “Registration” tab at the top of the screen)
 - Search for desired program
 - When setting the child(s) schedule please select all 5 days
 - If you wish to enroll more children or enroll your child in another program please click add more.
 - Remember to enroll registered children into a Half Day & Day Off Program
 - When you are finished please click check out.
- After Registration please print out the **Information Record, Sign**, and fill out the **Start Date**
- Return all Signed forms to the Community School Office
(FAX - 267-893-5850 or E-Mail, childcare@cbsd.org)