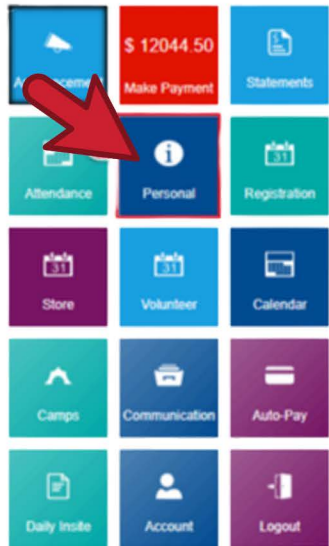


ADDING A SIBLING THROUGH THE PORTAL

If you are a returning family and your child is already listed on your account, you can skip to Step 3 to begin registering for a program. Below are the steps to set up and complete enrollment on your existing Day Care Works account:

1



Log in to the "Day Care Works" parent portal and select the "Personal" tab.

2

Information Summary

Add New Student

Bee, Buzz



Name:
Bee, Buzz
(Update Information)

Information Record

Birthday:

12/14/2007

Admission Date

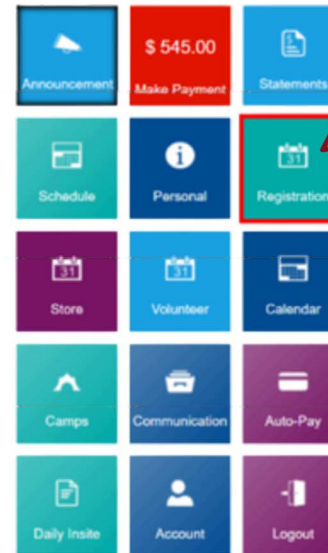
06/15/2009

Phone:

888-711-KIDS

If you're adding a new child, click on "Add Child" and complete all required fields.

3



Navigate to the "Registration" tab to begin the enrollment process.

4

Click

1

Online Enrollment
- Center

2

Click to View
Offerings

3

Enroll

- Select Registration, scroll down to choose "Online Enrollment - Center"
- Click "Click to View Offerings."
- Click "Enroll" to proceed with adding information for your child.