

Extended Child Services – 2017/2018 School Year Before & After School Program Online Registration Scheduling Instructions

Cherry Creek School District's Extended Child Services (ECS) is excited to announce that online registration and payment by credit card is now an option. Parents can schedule attendance and even view or pay billing statements online using this secure payment process. SchoolCare works secure site is accessible 24 hours a day / 7 days a week from anywhere with an internet connection.

STEP 1: Log into Cherry Creek School District portal <https://my.cherrycreekschools.org> and use your Parent Portal username and password. Then click on the SchoolCare works tile. Clicking here will take you directly to the SchoolCare works website, no additional log in information is required.

STEP 2: To complete a Before & After school registration calendar online, click on the 'Attendance' tile. Before entering any scheduled attendance, confirm that your child's name and correct school are listed above the calendar. The school name should be followed with 'Registration'.

If you have multiple children attending the program, there is a dropdown box showing each child's name to view a separate calendar for each child. If the correct school is not listed, do not continue. Please contact your ECS program director or bookkeeper.

STEP 3: Advance to the month for which you want to enter scheduled attendance for by clicking on the small calendar icon near the month name.

STEP 4: Select sessions your child will attend the before & after school program*, similar to completing a registration calendar. Click on 'Add to Cart' when finished.

*Caution – When selecting PM – 4:30 or PM – 6:00, select only one or the other for each day. The system allows both to be selected, billing for both.

If you have multiple children, you will select 'Find More' to take you back to the calendar. Go to the dropdown at the top to select the sibling. Select sessions the sibling will attend the program. Click on 'Add to Cart'.

STEP 5: Review selected scheduled attendance before checking out. Sessions cannot be deleted from scheduled attendance after you checkout and payment is made.

STEP 6: Click on 'Check Out'

STEP 7: Enter your credit card information and click 'Submit Payment'. You will receive an email receipt of payment to the email address you provided in the payment screen. Any previous balances must be paid at checkout. There are no refunds or credits for sessions missed once you have submitted payment information and have checked out.

Your child's scheduled attendance is not final until you have completed all of the steps above and you receive a payment confirmation email.