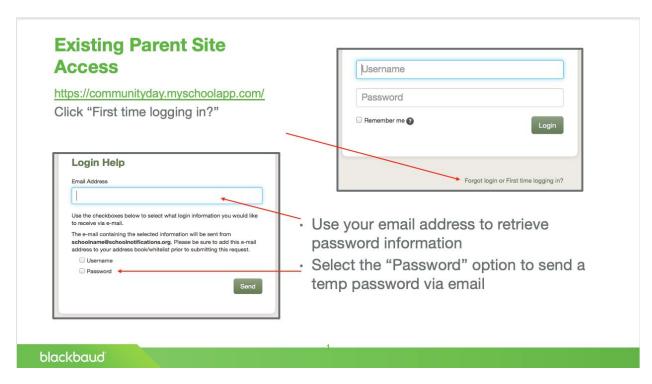Community Day School has transitioned our Enrollment Management System from Renweb/FACTS to Blackbaud. As a result, you will notice a few changes and the steps you take to access information will be a bit different. Our first task together will be to review and accept your child(ren)'s enrollment agreement.

Before you can access the agreement, you will need to create your login at https://communityday.myschoolapp.com/. Please see the graphic below for directions on how to use the login assistance function to access your credentials. In most cases, your username will be your first initial and your last name, in all lowercase letters. In some instances, family members have the same first initial so the first three letters of your name were used. In a very few instances, we needed to be a bit more creative since the username already existed for another member of our school community.
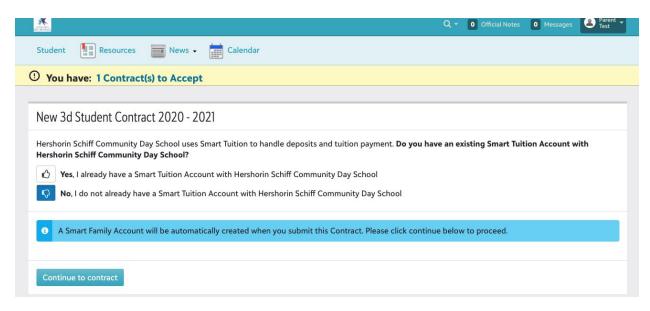

Once you login you should see a message "*You have X Contract(s) to accept*." The X will correspond to the number of children you have enrolled in Community Day School. Click the message to begin the acceptance process.

After reading through the contract and endorsing the appropriate locations with your initials, you will be taken to the *Tuition and Fee Schedule*. On this page you will be able to select optional programs like annual early care and annual aftercare/stay & play. Just a quick reminder that these are annual programs. We also have the option for daily extended care, which does not appear on your contract and is utilized on an "as needed" basis.

You will also be asked if you have an existing *SmartTuition* account. **Please answer "NO."** Since you are using this system for the first time, no one should have an existing SmartTuition account. A SmartTuition account will be created for you when you submit your contract.

If you have not paid your tuition deposit in the form of a commitment deposit, it will be collected at this time. If you have already paid the deposit, it has been credited to your agreement and will not be collected, however, the enrollment/re-enrollment fee ($50/$20) and the payment plan administrative fee ($50) will be collected. Also please note that the agreement reflects base tuition. No adjustments for tuition assistance, scholarships etc will be reflected in the tuition and fee schedule. All tuition adjustments will be reflected in your SmartTuition account.

The Blackbaud system consists of several components. Some items that we have traditionally handled during the enrollment/re-enrollment process will be addressed over the summer through other pieces of the implementation (i.e., updating your records, choosing electives in middle school, preschool releases and acknowledgement forms etc.)

We understand that we may discover some tweaks are needed as we "go live" with the new systems. We ask for your understanding and your open communication about any issues you experience. We want to hear about them so we may address them quickly and ensure they are resolved for you. Please reach out to us at admissions@communityday.org with any concerns.