Scheduling * Prime Time Care

To use the system follow the directions below:

Visit the district website at www.wlcsd.org . On the tab at the top locate Skyward Family Access and click on that. Then click on Skyward Family Access Login:

Your Log In screen:

1. Enter your Skyward Login and Password to start using the system.
2. NOTE: If you DO NOT have a Family Access ID please email FamilyAccess@wlcsd.org or contact the Family Access hotline at 248-956-2190.

To input your child's monthly scheduling:

1. Click on **Childcare** option located on the left side of the screen.
2. Click the **Update Scheduled Attendance Days** button, located in the upper right corner.

*The Calendar allows you to individually schedule sessions or schedule sessions in bulk with the Mass Select Schedules option.

**You must select ½ days separately **

To schedule a complete month:

1. Select **Mass Select Schedules** located under the desired month.
2. A new screen will appear. Verify the month on your screen display.
3. Click **Select All** button to select all days in the month for the correct session.
4. Note: AM/PM sessions are scheduled separately.
5. Use the **Clear All** button to unselect all days in the month for the correct sessions.

To Add/Remove Calendar days:

1. Select the desired month from the list on the left of the screen.
2. Verify the month on your screen display.
3. Add/Remove your desired AM/PM session(s) by checking or unchecking the corresponding box.

Once days are scheduled you will get a message to verify the month schedules.

Click **Yes** to continue.