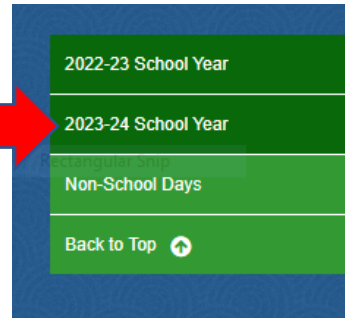


# Los Alamitos USD Extended Day Care Enrollment Instructions

## For New Families Enrolling Students into the Extended Day Care Program for the 2023-24 School Year

1. Click the link: [https://daycareworks.com/registration/losal/start\\_registration.jsp](https://daycareworks.com/registration/losal/start_registration.jsp) to view Los Alamitos USD Extended Day Care Program's main registration page.

2. Select the incoming **2023-24 School Year**



3. Scroll down to the bottom of the 2023-24 School Year header and click the green button, 'Click to View Offerings':



4. You may filter the offerings based on your student's school site under the "Search Program" search bar or by scrolling through the offerings under each grade level headings:



5. Click the green "Enroll" button for the option which you are selecting based on your student's anticipated school location and incoming grade level.



6. Under the Registration page, select the monthly option you are requesting –

The system will automatically enroll each student under the default rate of 40 hours per month. *You will be required to select one of the following options for each student, per month:*

**Morning Care Only** - any portion of care from 6:30 a.m. to the start of the school day. **\$120**

**Kinder Power Hour (KPH)**- offers UTK/Kindergarteners 1-hour of care after school directly following their regular dismissal time on Monday, Tuesday, Thursday, Friday (and excludes Modified Day - Wednesdays). **\$120**

**Modified Day** (UTK-5th grade) or **Early Release Day** (6th-8th grade) offers 1.5 hours after school on scheduled Modified or Early Release Days (Wednesdays) each month. **\$48**

**Monthly Default Fee** - offers students before and/or after school for the minimum charge of **\$250** (up to 40 hours, per month, per student). *Usage beyond 40 hours will be billed at \$6.25 per hour at the end of each month*

**Other** – Examples: Selected minimum day usage, Los Alamitos USD employee option, ELO-P Grant Program, etc. Please note: More information will be required prior to your student’s start date. Please follow up with your Day Care Supervisor at your student’s assigned school to verify your monthly option was received.

- Next, complete the enrollment questions for your student, Parent/Guardian #1 and/or Parent/Guardian #2, if it applies.

**Questions with red (\*) asterisk require a response.**

Additional students may be added to the account once a student/family account is created (at step 11 – at the very top you will see a link to Add a New Student)

Each student will be required to have at least 1 local contact (or authorized individuals that are not listed as the primary parent/guardian on the account that are of at least 18 years of age) for release and/or emergency purposes.

Press, the green ‘ADD TO CART’ button when you are done entering all the required information.



- Confirm ALL account information is correct and up to date and press the green “Add to Cart” button.



- Follow the prompts **to create a username/ID and password for the requested parent/guardian**. *Parent/Guardians will access their account through DayCare Works*

10. To finalize your student's online enrollment request, you must read and acknowledge the five confirmation questions by clicking the circle before each question and then click the green, "CONTINUE" button.

The screenshot shows a form titled "Confirmation Questions" with an "Edit" button in the top right corner. There are five radio button questions, each with a red arrow pointing to it from the left. The questions are:

- I acknowledge that I have been notified of my responsibilities as a parent/guardian, as specified in the Extended Day Care Handbook that is available online and agree to all program policies, and tuition and calendar due dates.
- I authorize any licensed physician to render necessary emergency treatment for injury or serious illness when neither parent/guardian can be reached and will assume all financial responsibility to such treatment.
- I certify that all the information provided is correct and valid, as well understand that terms in the Extended Day Care Handbook apply to both the School Year AND Summer Program. Parent/Guardian #1 is the Primary Financial and Legal Sponsor for the student enrolling into the Extended Day Care Program.
- I give my permission for the listed medical information to be shared with appropriate school personnel, and I understand that it is my responsibility to communicate the details of any medical issues.
- I understand that Los Alamitos USD does not provide medical or dental insurance for student injuries, but does make voluntary student insurance available. I have received/reviewed the given information on the Voluntary Student Insurance Letter on how to enroll in the insurance program at my student's enrollment at their assigned school.

At the bottom right of the form, there is a green button labeled "CONTINUE" with a red arrow pointing to it from the left.

11. **Payment Information** – The system will default to a credit card payment option.

If you would like to pay the registration fee(s) by cash or check, click the green "Check Unlock" button to the right of the payment type bar and enter the check unlock code: **LOSALCHECK**



Families new to the Extended Day Care Program or requesting an enrollment letter for inter-district release that choose to pay via *cash or check covering the registration fee(s) must submit payment to the District Office located at 10293 Bloomfield Street, Building E, Los Alamitos, CA 90720, Monday through Friday between 7:30 am and 4 pm.*

**No enrollment requests will be processed without completing an online enrollment form and paying the registration fee.**

12. To submit your student's enrollment request, click the green "Complete Registration" button at the bottom of the page. All online enrollment requests will be processed within 1 to 5 school days.



Should you have any questions regarding your student's enrollment status, please contact the Program Supervisor, Yolanda Mortensen at (562) 799-4700 ext. 80496 or the Day Care Supervisor at your assigned school using the contact information below:

- Hopkinson Elementary (Kids Korner-Rm 14) • Supervisor: Nicole Cowan • (562) 799-4516
- Lee Elementary (Kids Korner-Rm 21) • Supervisor: Pam Tiano • (562) 799-4556
- Los Alamitos Elementary (Kids Korner-Rm 26) • Supervisor: Lisa Schippert • (714) 816-3316
- McGaugh Elementary (Kids Korner-Rm 49) • Supervisor: Tamara Elenes • (562) 799-4575
- Rossmoor Elementary (Kids Korner-Rm 34) • Supervisor: Brandon Julian • (562) 799-4536
- Weaver Elementary (Kids Korner-Rm 32) • Supervisor: Tiffany Penick • (562) 799-4588
- McAuliffe Middle School (The Outpost-Rm 52) • Supervisor: TBD • (714) 816-3361
- Oak Middle School (The Outpost-Rm 31) • Supervisor: Chelsea Treweek • (562) 799-4764