

# Extended Day Care Enrollment Information for the incoming 2024-25 School Year

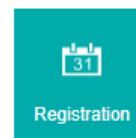
## For continuing students (Families with a DayCare Works Member account)

1. Login to your DayCare Works Member account at:

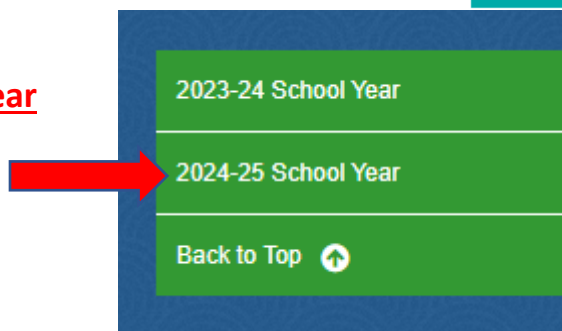
<https://family.daycareworks.com/login.jsp>

**Enter your username and password**

2. Once you are logged in to your account, click the '[Registration](#)' tile:



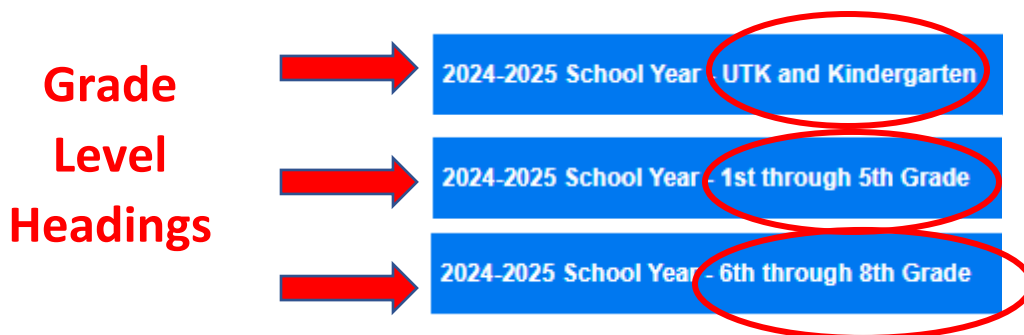
3. Select the incoming **2024-25 School Year**



4. Scroll down to the bottom of the 2024-25 School Year header and click the green button, '[Click to View Offerings](#)':



5. 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:



6. Click the green '[Enroll](#)' button for the option which you are selecting based on your student's anticipated school location and incoming grade level.



- Select the student(s) you would like to enroll under that school’s grade level option.
- Select the monthly option you are requesting for the student(s) you have selected.** The system will automatically enroll each student under the default rate of 40 hours per month. Families will be required to complete a Monthly Calendar Request Form selecting at least one of the following options per student:

**Morning Care Only** - any portion of care from 6:30 a.m. to the start of the school day. **\$126**

**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 and Minimum Days). **\$126**

**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. **\$52**

**Monthly Default Fee** - offers students before and/or after school for the minimum charge of **\$262** (up to 40 hours, per month, per student). *Usage beyond 40 hours will be billed at \$6.55 per hour at the end of each month*

**Other** – Examples: Selected minimum day usage, Los Alamitos USD employee option, ELO-P options, 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.

- Confirm ALL account information and student medication/medical information are correct and up to date. Press the green ‘**Add to Cart**’ button to proceed.



- From the Cart page, you can view your enrollment requests under “**Your Program Selections**” window. The \$95 registration fee will apply to every student you are enrolling and will be required in order to process your student’s enrollment request. **See example below:**

Attendance	Personal	Registration	Calendar	Communication	Auto-Pay
<b>Your Program Selections</b>					
	<b>Nick Jonas</b> <a href="#">Edit Immunizations</a> Lee Elementary - 2024-2025 School Year - UTK and Kindergarten Extended Day Care Program 2024-25 School Year - All Sites EXCEPT Weaver: 08/14/2024 - 06/05/2025 <a href="#">Edit Program Information</a>		Registration Fee: \$95.00 <b>Total: \$95.00</b>		

*If you would to enroll additional students,* click the green ‘Add More Programs’ button in view “Your Program Selections” and the system will take you back to the registration page where you will need to select the 2024-25 school year, the student’s incoming grade level, followed by the school site you would like to enroll in.



11. 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.

A screenshot of a web form titled 'Confirmation Questions' with an 'Edit' button in the top right. The form contains five radio button questions, each with a red arrow pointing to the radio button. The questions are: 1. Acknowledgment of responsibilities as a parent/guardian. 2. Authorization of emergency medical treatment. 3. Permission for medical information sharing. 4. Understanding of insurance coverage. 5. Certification of information accuracy. A large red arrow points to a green 'CONTINUE' button at the bottom right.

12. **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**



**Cash or check (made payable to Los Alamitos USD) covering the registration fee(s) is required and may be submitted to your school's Extended Day Care Center during the program hours.**

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

*Families that requesting an enrollment letter for inter-district release can submit their payment online or check/cash can be submitted to the Extended Day Care Office located at 10293 Bloomfield Street, Building D, Los Alamitos, CA 90720 between the hours of 7:30 am and 4 pm.*

*Families that qualify for ELO-P services should contact their school's Day Care supervisor for more information regarding their student's 2024-25 enrollment requirements.*

13. Lastly, to submit your student's enrollment request, click the green "Complete Registration" button at the bottom of the page.

 **Complete Registration**

**The system will provide you with a registration confirmation when your online registration request has been processed.**

Should you have any questions regarding your student's enrollment status, please contact the Extended Day Care Office at (562) 799-4700 ext. 80497 or your school's Day Care Supervisor 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: Lindsey Bettencourt• (714) 816-3361
- Oak Middle School (The Outpost-Rm 31) •Supervisor: Chelsea Treweek • (562) 799-4764