

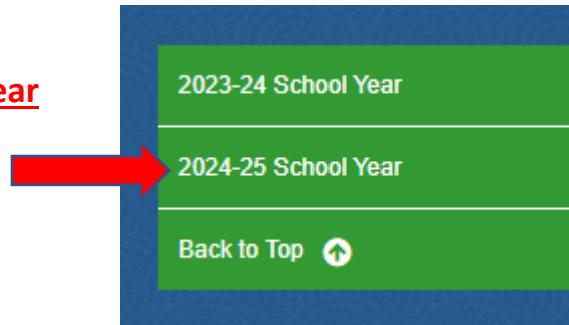
Los Alamitos USD Extended Day Care Enrollment Instructions

For New Families Enrolling Students into the Extended Day Care Program for the 2024-25 School Year

1. Click the link: https://daycareworks.com/registration/losal/start_registration.jsp to view Los Alamitos USD Extended Day Care Program's main registration page.

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

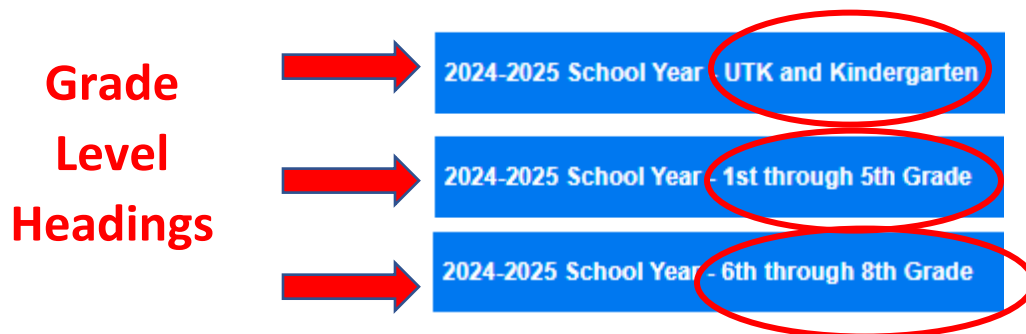
2. Select the incoming **2024-25 School Year**



3. Scroll down to the bottom of the 2024-25 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. **\$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 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.

7. 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.

Allergy Information –

Child allergies and procedures to follow: Please enter known allergies, if any

Medical Conditions –

Other Conditions Details: Please provide diagnosed medical condition(s), if any.

Support & Instructions –

Medical Details: Please list all medications your student is presently taking.

N/A may be entered if the fields are not applicable or do not pertain to your student.

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

 **ADD TO CART**

- From the Cart page, you can view your enrollment requests under “**Current Registrations**” 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.

Additional students may be added/enrolled under the account. To enroll an additional student, click the teal, ‘**Add a New Student**’ button 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.



Home Family Portal

Current Registrations

Emma Thomas
[Add More Programs](#)
[Print Info Card](#)

[Add a New Student](#)

Your Program Selections

Emma Thomas
Weaver Elementary - 2024-2025 School Year - UTK and Kindergarten
WEAVER ONLY - Extended Day Care Program 2024-25 School Year: 07/31/2024 - 06/05/2025
[Edit Program Information](#)

Registration Fee: \$95.00
Total: \$95.00

- Next, follow the prompts to create a username/ID and password for the requested **parent/guardian**. Parent/Guardians will access their account through DayCare Works Member Login page.

Connect Portal Account Creation Edit

Requested User Id

Requested Password

Confirm Password

Primary Guardian E-Signature

Requested For Parent *

Guardian 1

Password requirements:

- Password length must be between 12 and 32 characters
- Password must not contain the user name
- Password must contain at least three of the following elements:
 - At least one uppercase letter
 - At least one lowercase letter
 - At least one number
 - At least one special character

A DCW account will be created for the requested parent that is selected here

9. 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 a blue header and 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 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 to their assigned school.
- Lastly, 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 will be listed as the Primary Financial and Legal Sponsor for the student(s) enrolling into the Extended Day Care Program.

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

10. **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 Extended Day Care Office located at the District Office at 10293 Bloomfield Street, Building D, 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.

11. 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.



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

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