



Parent Portal Quick Start Guide

Step #1 – Collect all the required information to create an account

- **Account Holder** - Each Account requires a Primary Account Holder providing a unique email address, phone number and payment information.
- **Child** - You will need information about your child(ren) including School, Birth date, Grade, Any Allergies, Physician Name, Address, & Phone Number.
- **Other Contacts** – Names and telephone numbers of those you authorize as Emergency Contacts and Authorized to Pick-up – over 18 only.
- **Payment information** – You will need to provide a credit card or e-check account information to pay any program fees not covered by the school district and to establish automatic payments. This is required in order to create an account. **You will not be charged a registration fee or any fees for enrolled programs. In the event of future policy changes, you will receive an email notifying you of any fees and the default payment method on your account will be charged Friday mornings during auto-pay, if applicable.**

Step #2 – Go to the Parent Portal Web Page

- The next step in enrolling your child in a Leading Edge program at your school is to go to the Parent Portal web page to create an account at <https://families.leadingedgekids.com/>.

STEP #3 – Create and/or Log-in to Your Account

- **New Accounts:** Select “Signup” and complete all required information. Review your email address for correctness prior to submitting. A confirmation email will be sent to your email address once your account is successfully completed.
- DO NOT create a duplicate account! If “this email address is already in use” when making your account, use the “Forgot Your Password” feature to log-in.

STEP #4 – Update Profile, Student, and Contact Information

- **New Accounts:** Once you are in the Parent Portal you will need to enter your profile information, student information, and at least 1 emergency contact prior to registering for a program.
- You can then select “Register” to enroll in a program.

STEP #5 – Register for programs and payment options

- From the “Register” tab, select the student you would like to enroll in a program then select Submit.
- Select your state, school, then year. Check all programs you want to enroll in, then Submit and Continue.
- Select your start date. Review your selections then Submit and Continue if correct. You will select any “Calendar” days from the next page.
- Select desired “Calendar” days, if applicable, and “Submit and Continue.”
- Review Enrollment Summary. If you would like to copy this schedule to another child, use the copy feature. You can also use the “Add Additional Student” feature to enroll another child in programs.
- Submit and Continue once all options are selected and correct.
- Select “No” when asked about a state voucher. Select the weekly or monthly payment option, and enter a Payment Method. Auto-pay occurs on Friday mornings, if applicable. Review all charges. **At this time, you will not be charged a registration fee or any fees for enrolled programs.**
- To complete the enrollment process, read and agree to the Enrollment, Payment, and Cancellation Policies.
- Confirm and Submit at the bottom of the screen.

Have Questions?

Connect with Family Services at support@leadsschools.com or 800-341-5791

Para asistencia en Espanol llame al 800-341-5791