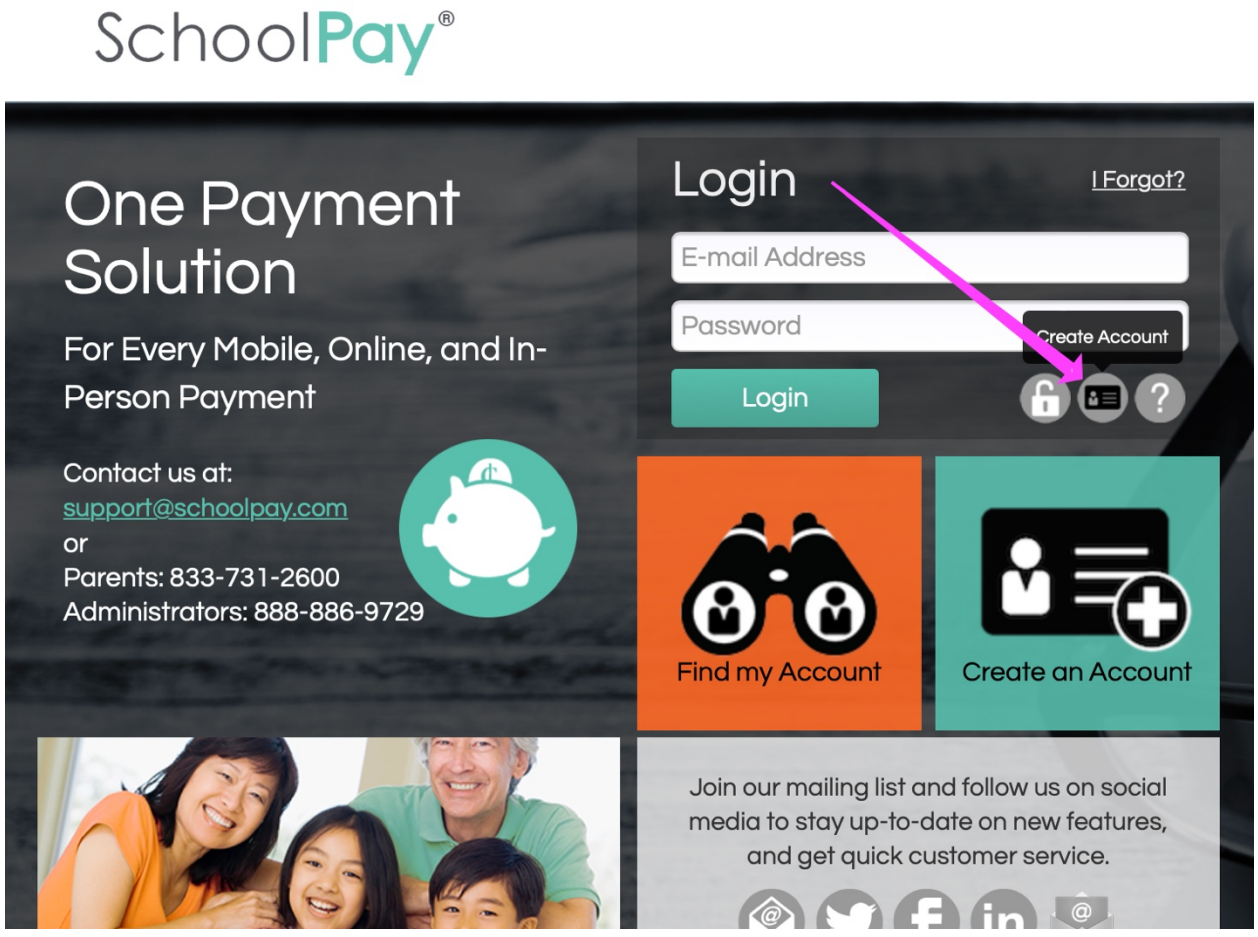
Welcome to Dragons After School!

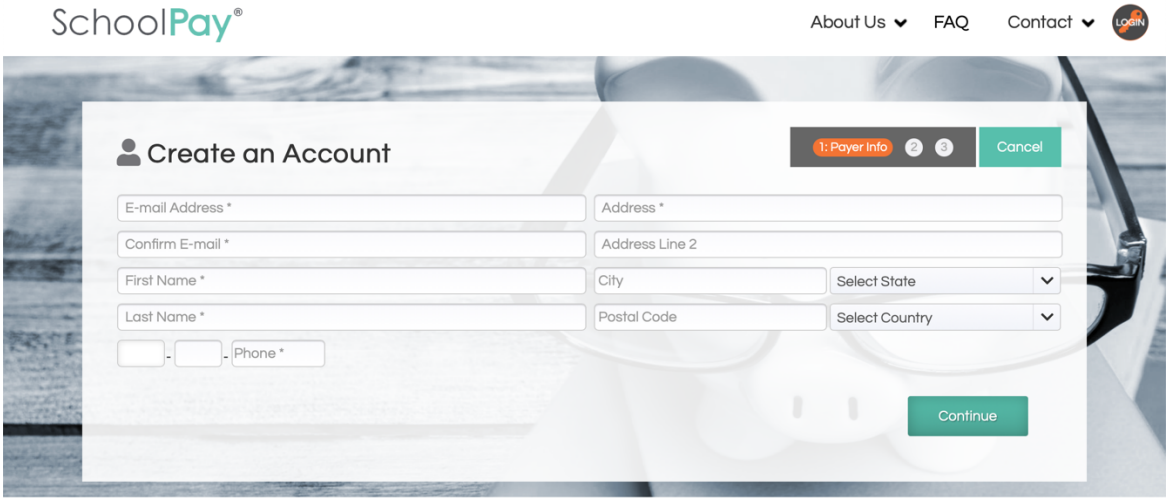
These are the instructions for the monthly recurring payment for Dragons After School using the SchoolPay website. If you already have an existing SchoolPay account and have your student added, skip to the payment section.

Log into SchoolPay using this link: https://schoolpay.com

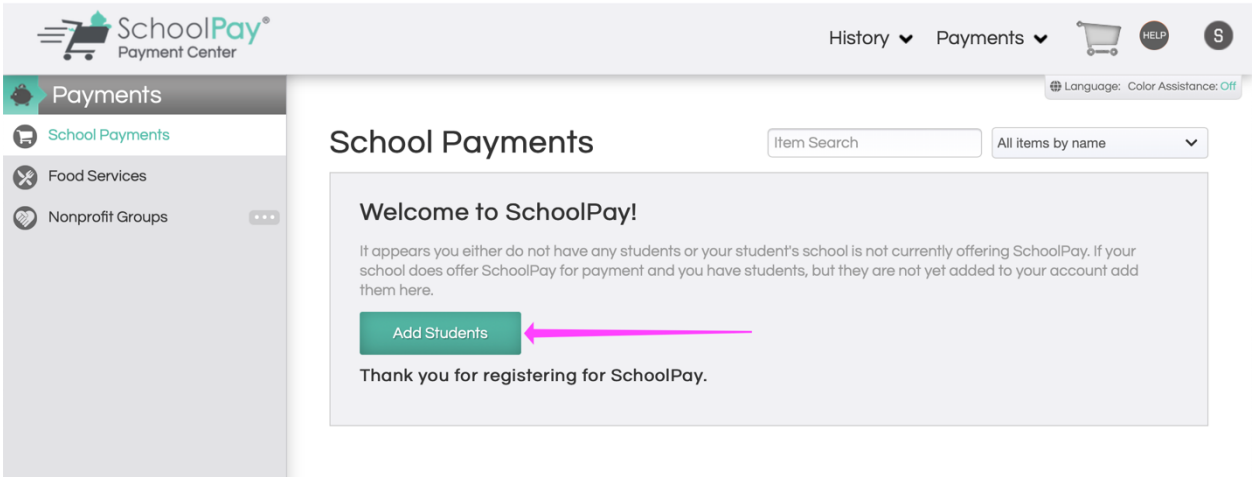
If you don't already have a SchoolPay account, Click on the Create Account button as pictured below:



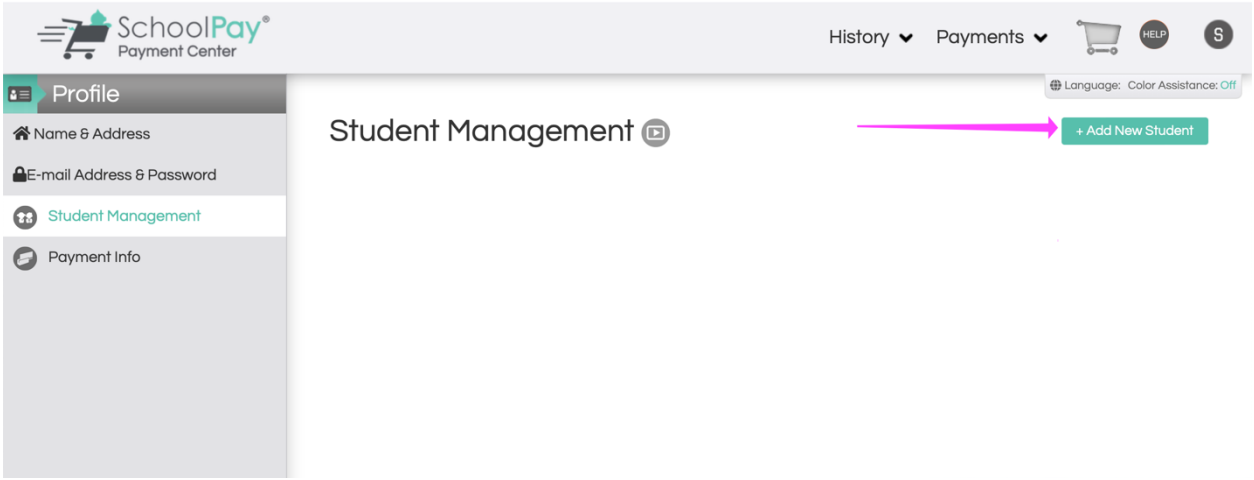
Enter your account information and click Continue.



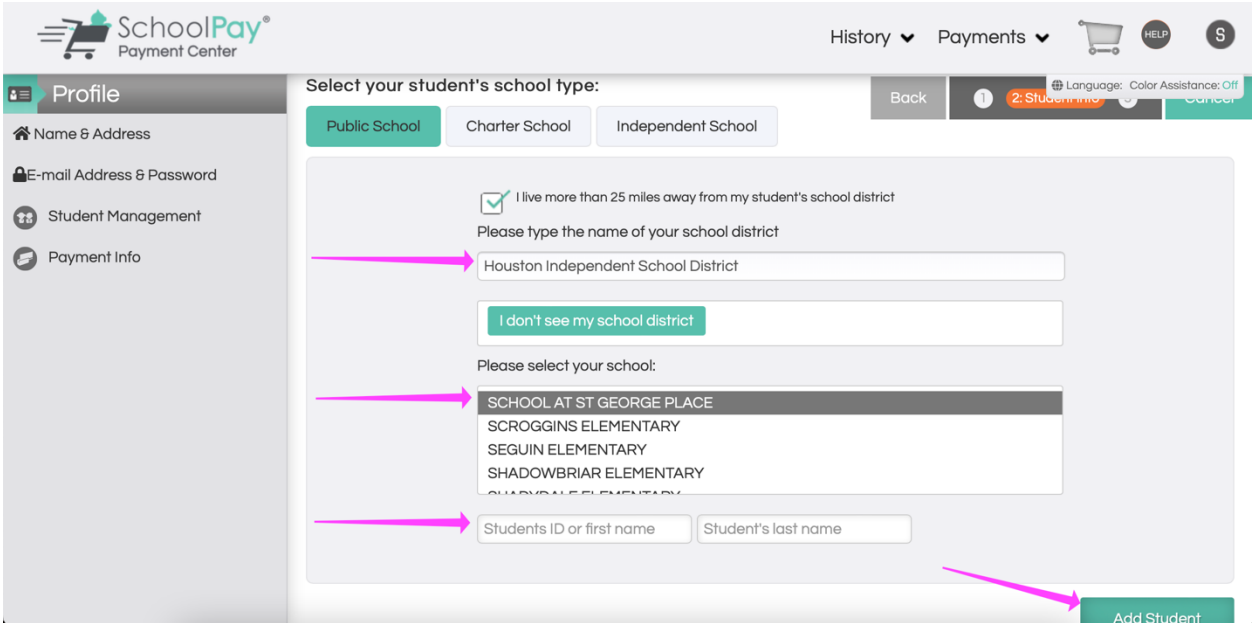
On the Student Management page, click on the Add Students button.



Click on the Add New Student button.



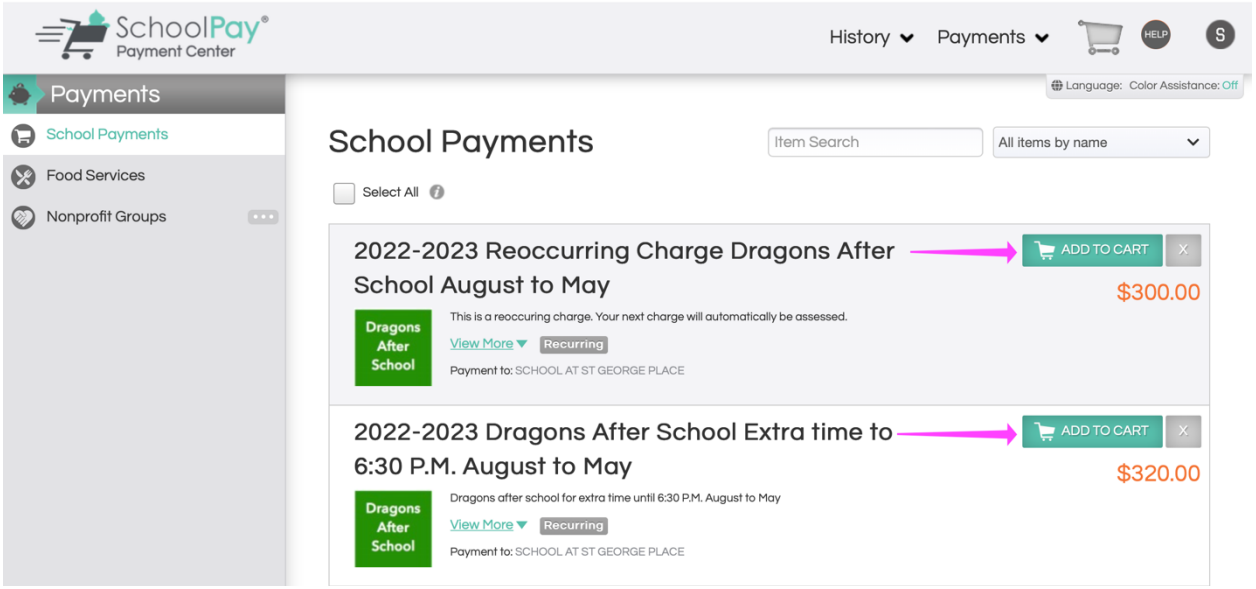
On the Public School tab, select Houston Independent School District for the school district and SCHOOL AT ST GEORGE PLACE for the school. Enter your child's first and last name, then click the Add Student button.



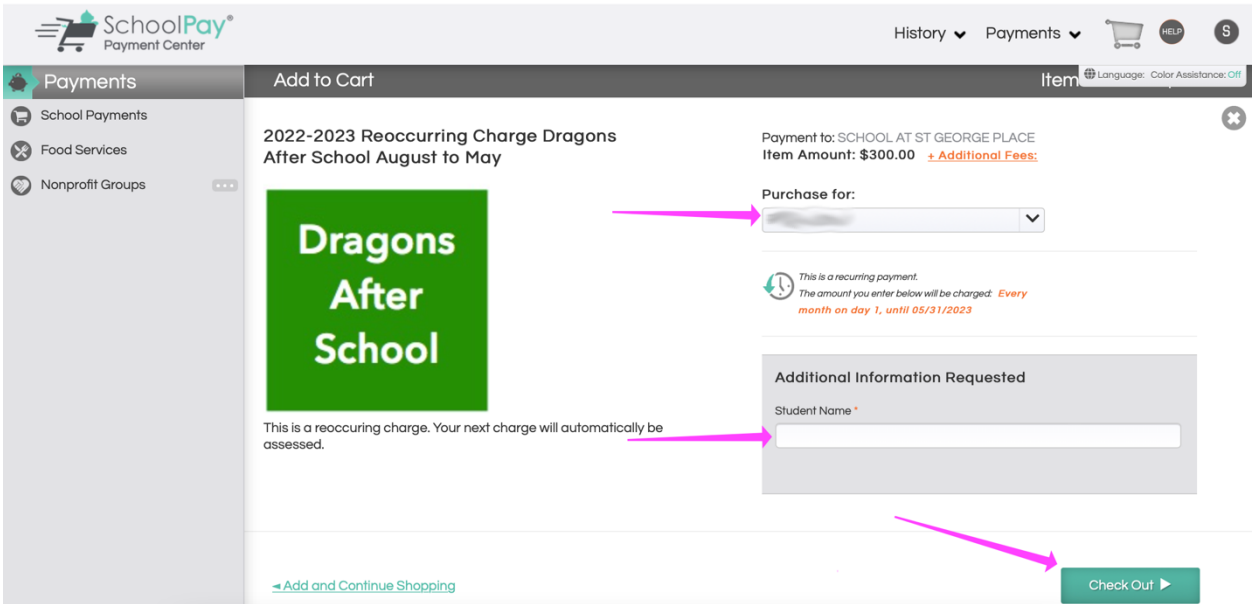
Once you have added your students, click on the SchoolPay logo at the upper left to get to the School Payments screen.

Payment

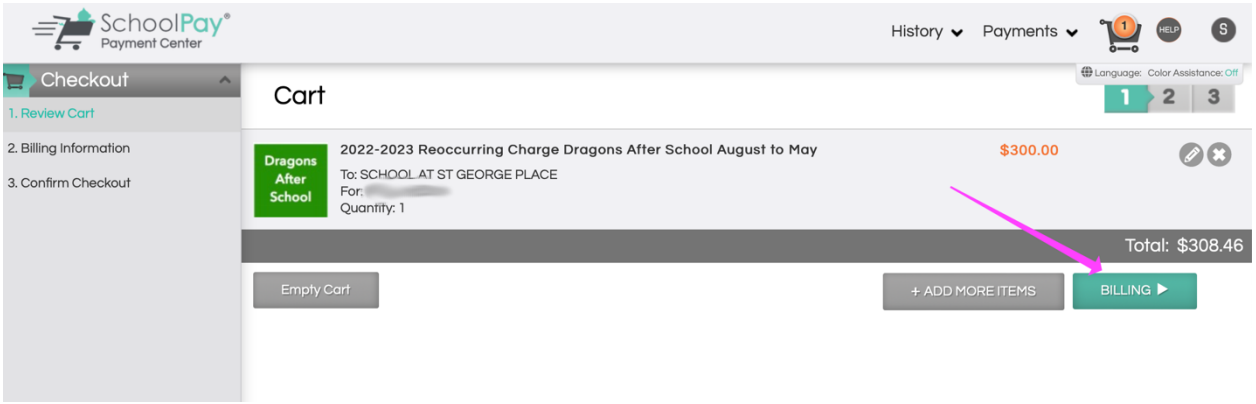
There you have 2 options for Dragons After School - $300 a month for 3:05pm to 6pm and $320 for 3:05pm to 6:30pm. **THESE ARE RECURRING CHARGES**, which means **YOU WILL BE AUTOMATICALLY BILLED MONTHLY ON THE 1st DAY OF EACH MONTH.** Click the Add to Cart button for the option you want.



On the next screen, you'll need to select which student you want to pay for, and then you'll also need to enter their name again in the Additional Information Requested field. Once you have filled in your child's name, click on the Checkout button. Be aware that SchoolPay charges a convenience fee of **$8.49** for the $300 option and **$9.04** for the $320 option.



In your cart, click on the Billing button.



On the Payment screen, fill in your Billing Information (usually the same address as your credit card's billing address) and click on the Credit Card button to fill in your Credit Card information. Optionally, you can save your credit card for future use by selecting the Save check box and giving the card a label. Once completed, click on the Review Order button at the bottom, where you will review your payment and submit it.

