

CCPS SACC Enrollment- User/Parent Guide

This guide has been created to support administrators, office staff, and SACC employees with the parent/user enrollment platform.

1 Navigate to <https://juan-origin.collierschools.com/>

The screenshot displays the CCPS SACC Enrollment portal. At the top, there is a 'Sign in' section with a 'Help' link. Below this, a message states: 'If you do not already have a CCPS Portal account, select [AAMF] Create Account [AAAU]'. A text input field is labeled 'Email, phone, username, or portal ID' and contains the value '2001153044'. Below the input field are links for 'Recover password' and 'Create account'. A 'Next [AAEB]' button is positioned below the input field. To the left, a 'Community [AAAN]' section lists three items: 'District website [AALC]' with a globe icon, 'Student Registration [AAAA]' with a graduation cap icon, and 'Post Secondary Application [AAAC]' with a graduation cap icon. To the right, a 'Naples, FL' weather widget shows the current CCPS time as 'Thu, July 16th 9:27 am' and the weather as '82°F Clear'. It also lists various weather metrics: Humidity (62%), Wind (9 mph), Gust (17 mph), Sunrise (7:25 am), Feels Like (84°F), Low (81°F), High (83°F), and Pressure (1013 hPa). The background of the portal is a blue sky with green foliage.

Sign in [? Help](#)

If you do not already have a CCPS Portal account, select [\[AAMF\]](#) **Create Account** [\[AAAU\]](#)

Email, phone, username, or portal ID

[Recover password](#) [Create account](#)

[Next \[AAEB\]](#)

Community [AAAN]

- District website [AALC]**
Collier County Public Schools District website [\[AALD\]](#)
- Student Registration [AAAA]**
To register your child, please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account. [\[AAAG\]](#)
- Post Secondary Application [AAAC]**
Register for classes at Immokalee Technical College or Lorenzo Walker Technical College. [\[AAAH\]](#)

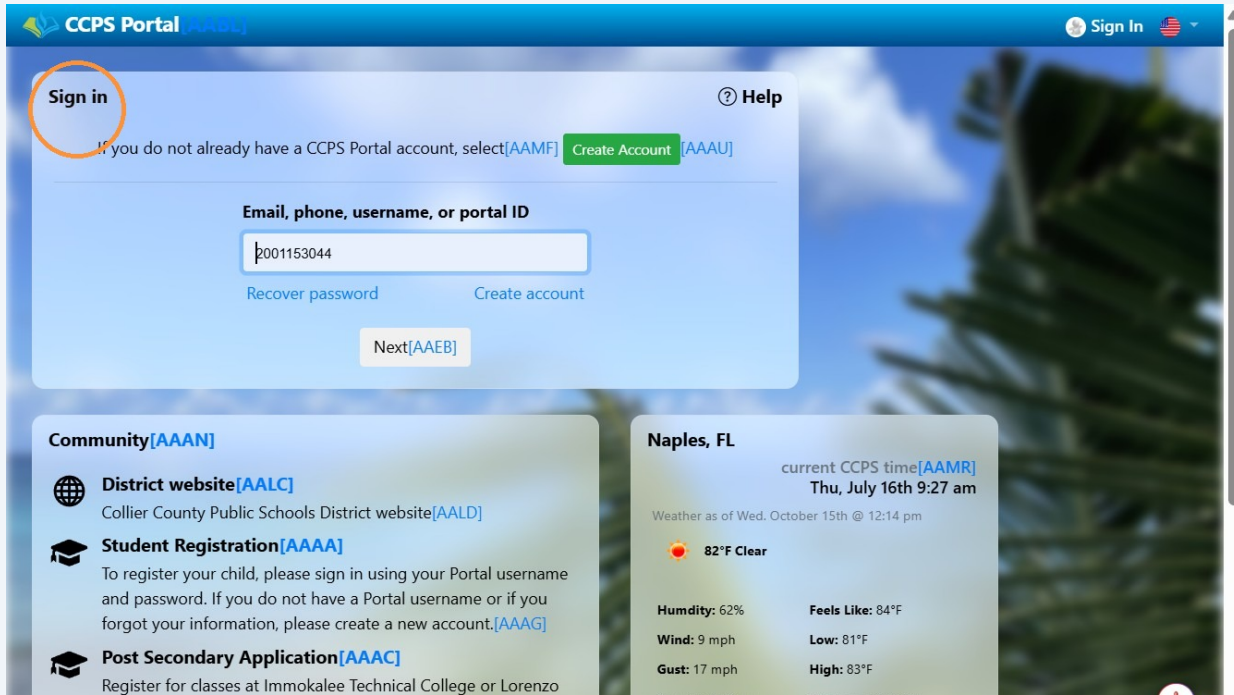
Naples, FL current CCPS time [\[AAMR\]](#)
Thu, July 16th 9:27 am

Weather as of Wed, October 15th @ 12:14 pm

82°F Clear

Humidity: 62%	Feels Like: 84°F
Wind: 9 mph	Low: 81°F
Gust: 17 mph	High: 83°F
Sunrise: 7:25 am	Pressure: 1013 hPa

2 Click "Sign in" and use username 2001153044.



CCPS Portal [AABL] Sign In

Sign in ? Help

If you do not already have a CCPS Portal account, select [AAMF] **Create Account** [AAAU]

Email, phone, username, or portal ID

2001153044

[Recover password](#) [Create account](#)

Next [AEB]

Community [AAAN]

- District website** [AALC]
Collier County Public Schools District website [AALD]
- Student Registration** [AAAA]
To register your child, please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account. [AAG]
- Post Secondary Application** [AAAC]
Register for classes at Immokalee Technical College or Lorenzo

Naples, FL

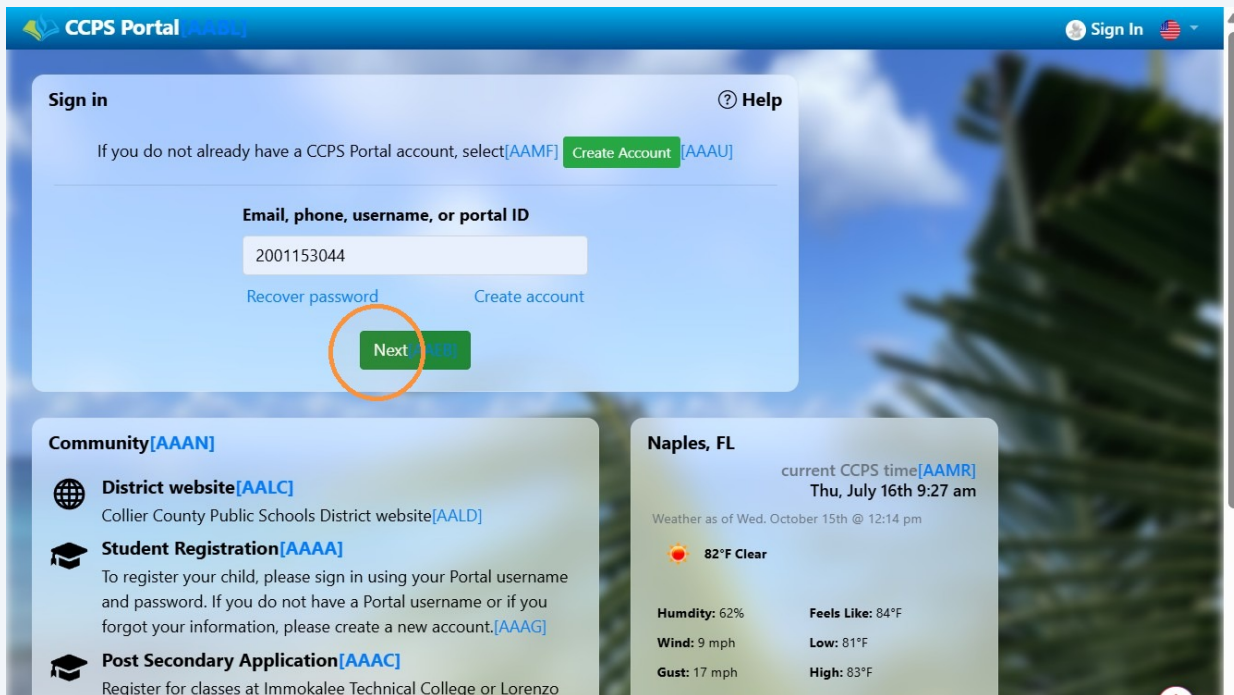
current CCPS time [AAMR]
Thu, July 16th 9:27 am

Weather as of Wed, October 15th @ 12:14 pm

82°F Clear

Humidity: 62% Feels Like: 84°F
Wind: 9 mph Low: 81°F
Gust: 17 mph High: 83°F

3 Click Next.



CCPS Portal [AABL] Sign In

Sign in ? Help

If you do not already have a CCPS Portal account, select [AAMF] **Create Account** [AAAU]

Email, phone, username, or portal ID

2001153044

[Recover password](#) [Create account](#)

Next [AEB]

Community [AAAN]

- District website** [AALC]
Collier County Public Schools District website [AALD]
- Student Registration** [AAAA]
To register your child, please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account. [AAG]
- Post Secondary Application** [AAAC]
Register for classes at Immokalee Technical College or Lorenzo

Naples, FL

current CCPS time [AAMR]
Thu, July 16th 9:27 am

Weather as of Wed, October 15th @ 12:14 pm

82°F Clear

Humidity: 62% Feels Like: 84°F
Wind: 9 mph Low: 81°F
Gust: 17 mph High: 83°F

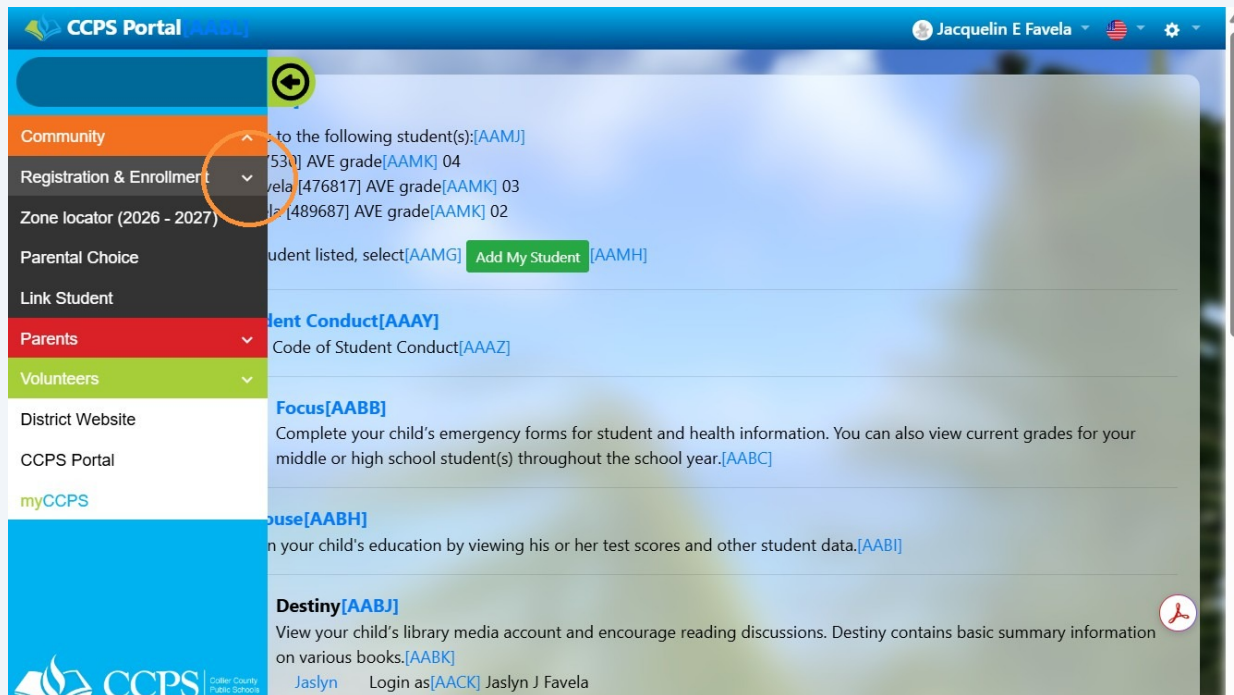
4 Type **sacc_test** as password and click Sign in

The screenshot shows the CCPS Portal Sign in page. At the top, there's a blue header with the CCPS Portal logo and a 'Sign In' link. Below the header, there's a 'Sign in' section with a 'Help' link. A message states: 'If you do not already have a CCPS Portal account, select [\[AAMF\]](#) [Create Account](#) [\[AAAU\]](#)'. Below this is a 'Password' field with a masked password '*****' and a 'Recover password' link. The 'Sign in' button is circled in orange. Below the sign in section, there are two boxes: 'Community' with links to the District website and Student Registration, and a weather box for Naples, FL showing the current CCPS time as Thursday, July 16th 9:27 am, and weather as of Wednesday, October 15th @ 12:14 pm, with a temperature of 82°F Clear.

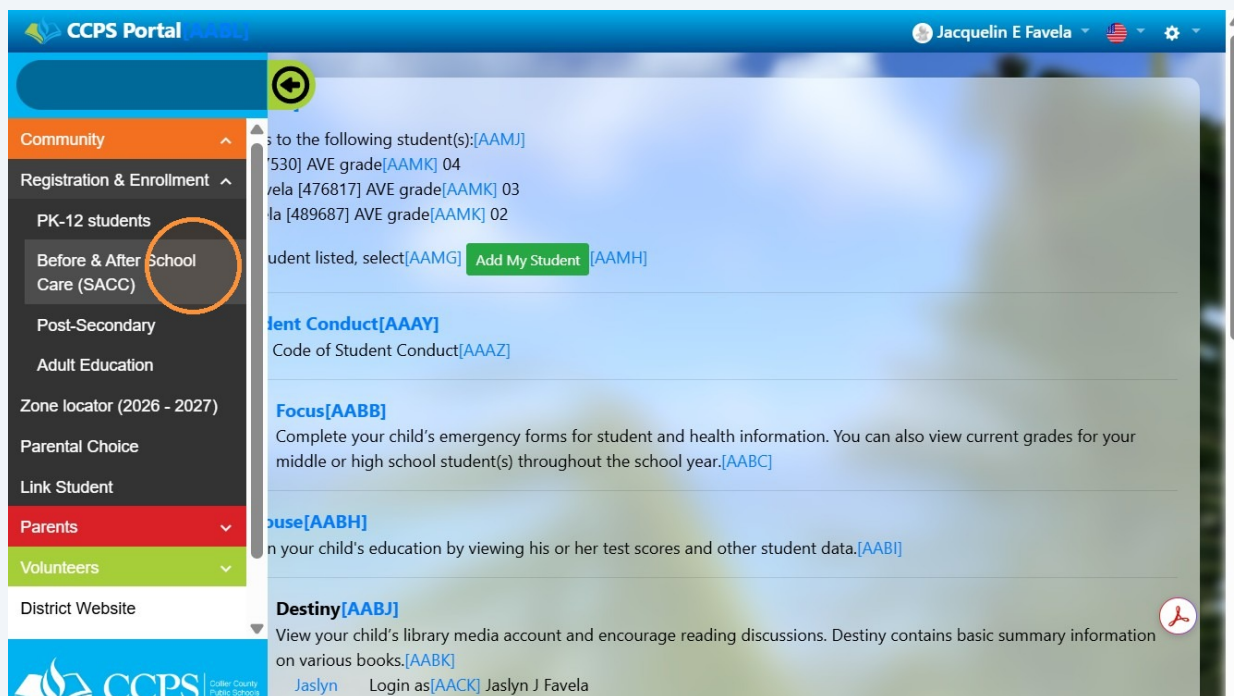
5 Once you are logged in to the sample account- Click the green arrow on the left.

The screenshot shows the CCPS Portal Parent / Guardian page. At the top, there's a blue header with the CCPS Portal logo and a user profile for 'Jacquelin E Favela'. Below the header, there's a 'Parent / Guardian' section with a message: 'You have custodial rights to the following student(s):'. Below this is a list of students: 'Jaslyn J Favela [407530] AVE grade 04', 'Isabelle A Cano Favela [476817] AVE grade 03', and 'Felipe A Cano Favela [489687] AVE grade 02'. Below the list is a message: 'If you do not see your student listed, select [\[AAMG\]](#) [Add My Student](#) [\[AAMH\]](#)'. Below this are four sections: 'Code of Student Conduct' with a link to view the CCPS Code of Student Conduct, 'Focus' with a link to complete emergency forms, 'Data Warehouse' with a link to view test scores, and 'Destiny' with a link to view library media account. At the bottom, there's a 'Login as' section with the name 'Jaslyn' and a link to login as 'Jaslyn J Favela'. A green arrow icon in the left sidebar is circled in orange.

6 Click Community- then Registration & Enrollment



7 Click Before & After School Care (SACC)



8 This is going to take the parent to the application page.

School Age Child Care | Jacquelin E Favela

OPEN	06/22/2026	Jaslyn J Favela	2025-2026	Not Signed
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SACC APPLICATION

Discover the option of Collier County Public Schools' School Age Child Care (SACC) program, offering comprehensive services before and after school directly on elementary school campuses. SACC ensures a seamless connection between the school's academic standards and engaging activities in the after-school program.

Program Eligibility:
Children must be enrolled in an elementary school within Collier County Public Schools or any of the District sanctioned Charter schools to be eligible for services provided by SACC.

Age Requirements: A child who is at least five years of age by September 1st and who is attending kindergarten through grade 5. All elementary children may attend through the summer following his/her last year in elementary school.

To begin the application process, select the linked student from the list below for whom you want to start an application.

Note: If your student has a CCPS Student Number (lunch number) and their name does not appear on this screen, please select 'Parents' → 'Link Student' from the menu (green arrow on the left) to link your student to your account.

Only your linked student(s) who are currently enrolled in one of the following schools will appear:

9 This page provides parents with an overview and a list of all available SACC Sites.

School Age Child Care | Jacquelin E Favela

Program Eligibility:
Children must be enrolled in an elementary school within Collier County Public Schools or any of the District sanctioned Charter schools to be eligible for services provided by SACC.

Age Requirements: A child who is at least five years of age by September 1st and who is attending kindergarten through grade 5. All elementary children may attend through the summer following his/her last year in elementary school.

To begin the application process, select the linked student from the list below for whom you want to start an application.

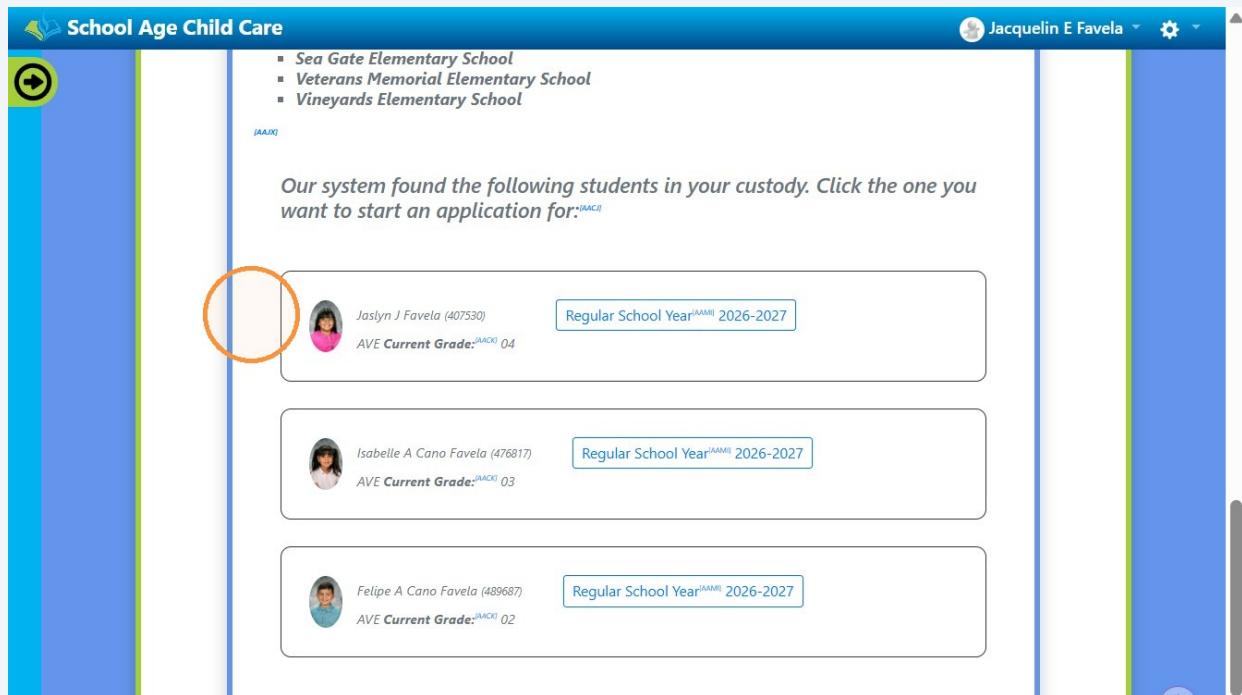
Note: If your student has a CCPS Student Number (lunch number) and their name does not appear on this screen, please select 'Parents' → 'Link Student' from the menu (green arrow on the left) to link your student to your account.

Only your linked student(s) who are currently enrolled in one of the following schools will appear:

- Avalon Elementary School
- Bear Creek Elementary School
- Big Cypress Elementary School
- Calusa Park Elementary School
- Corkscrew Elementary School
- Laurel Oak Elementary School
- Lely Elementary School
- Naples Park Elementary School
- Sea Gate Elementary School
- Veterans Memorial Elementary School
- Vineyards Elementary School

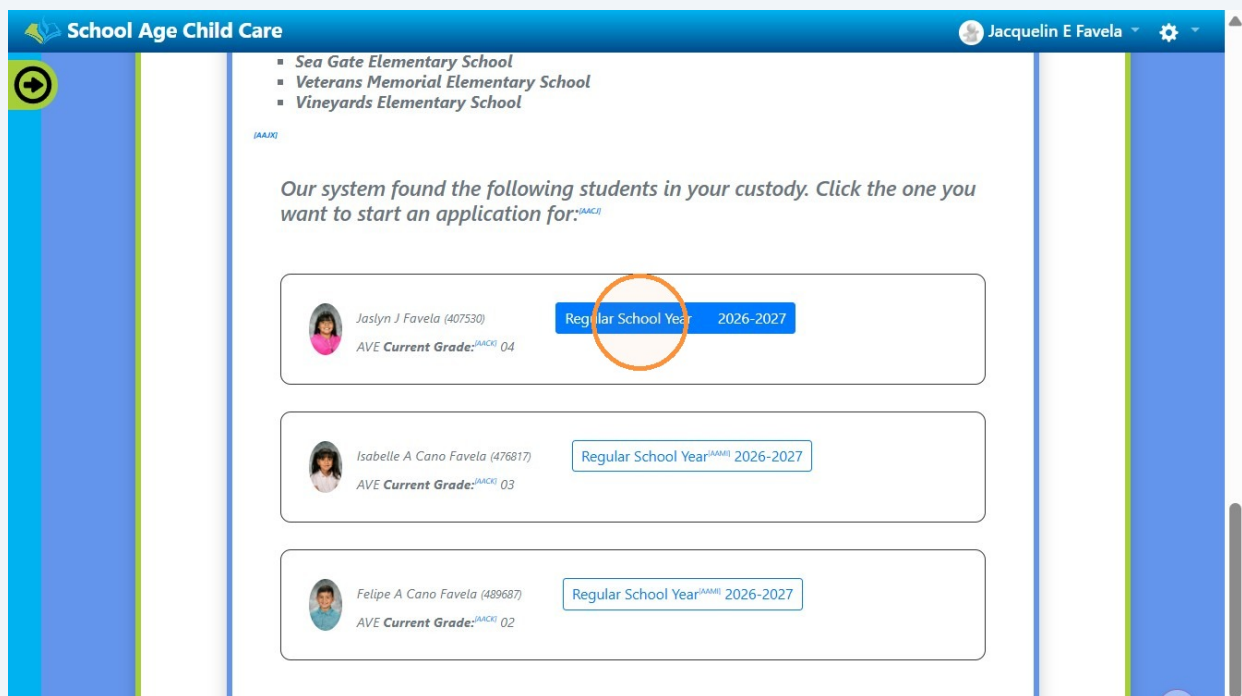
10

When you scroll down, parents will see students that are linked to their accounts. They will complete a separate application for all children attending.

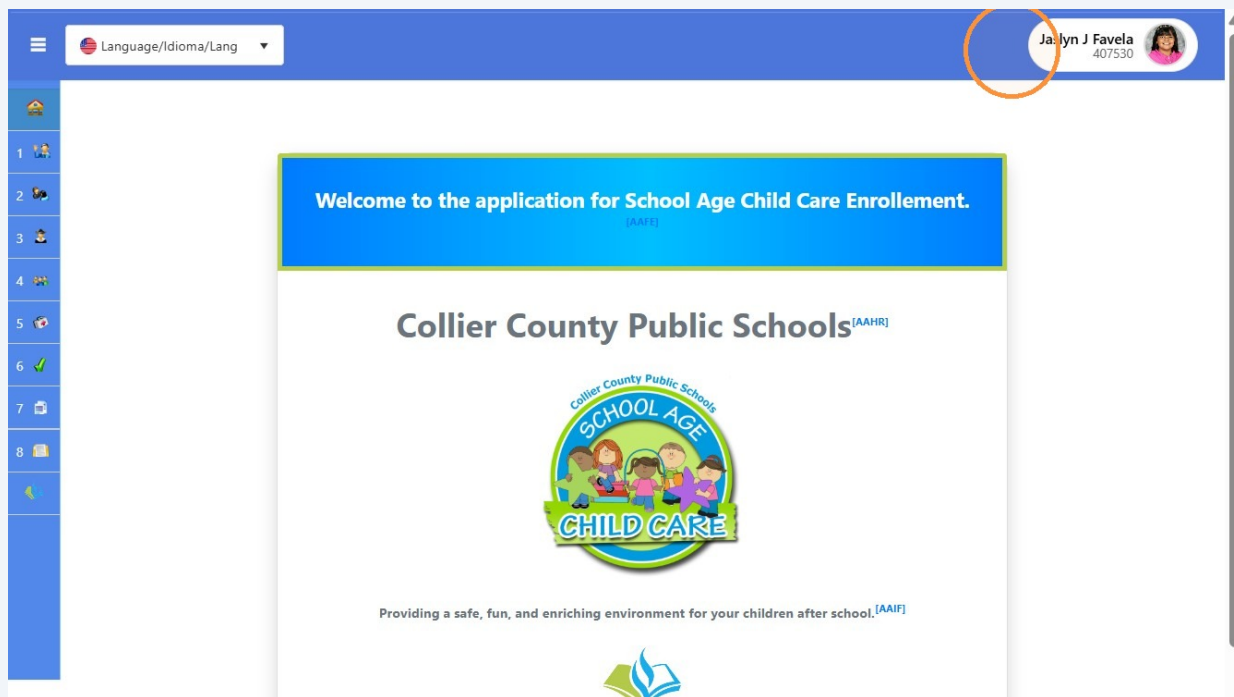


11

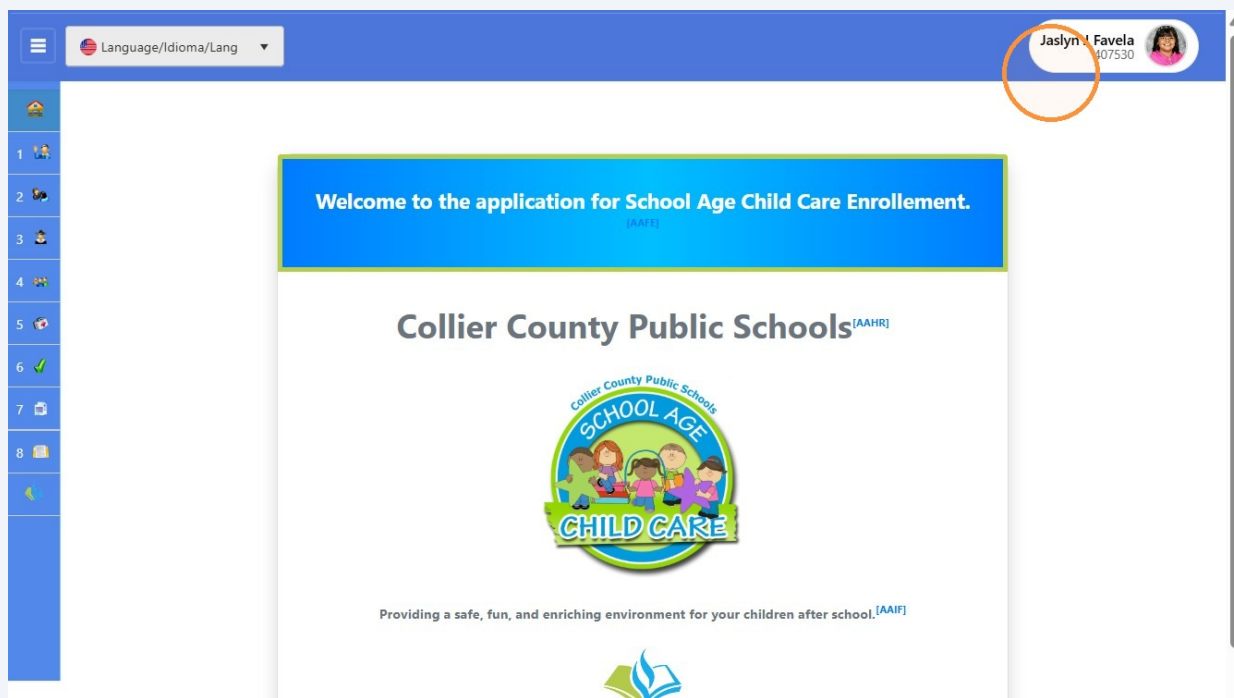
Parents will click on Regular School Year application to get started.



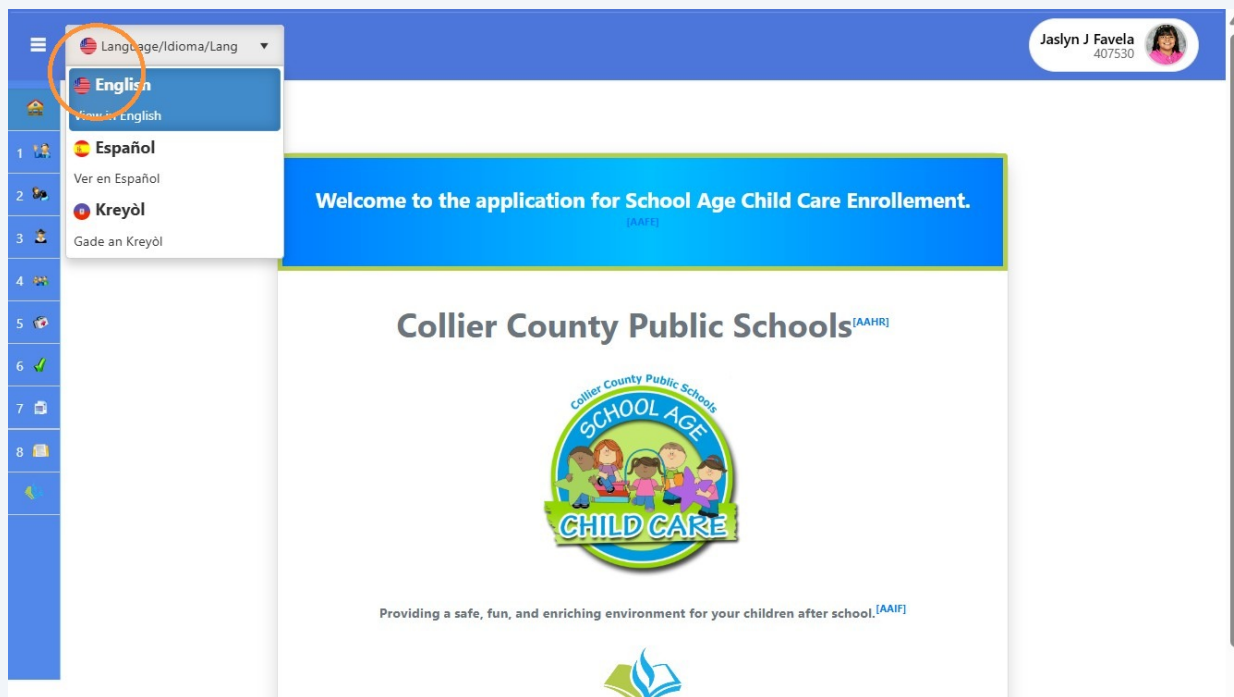
12 Parents will see this welcome page.



13 The student name will remain in the top left corner.



- 14 Parent can adjust application to a different language if needed.



- 15 Parent will click start button.



16

Student information page. All information is pulled from focus. Parents can add/edit as needed.

The screenshot shows the 'STUDENT INFORMATION' page with a blue header bar. A red circle highlights the '(100% COMPLETE)' status. The page contains two main sections: 'Student's Demographic Information' and 'Student Information'. Both sections have a note: 'This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.' The demographic section includes fields for Full Name, Nickname, Birth Date, Gender, and Residence Address. The student information section includes fields for Student ID (Lunch Number), Current grade, and Current School.

STUDENT INFORMATION (100% COMPLETE)

Please review and confirm that your student's information is accurate

Student's Demographic Information

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.

Full Name: Jaslyn Jazmarie Favela

Nickname: Jaslyn

Birth Date (YR/M/D): 2015-05-31

Gender: Female

Residence Address: 2832 Linda Dr Naples FL 34112 [Edit](#)

Student Information

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.

Student ID (Lunch Number): 407530

Current grade: 4th

Current School (Daytime / Regular School): AVE

17

For each section of the application, there is a % complete section. This notifies the parent if something is missing from that specific section.

This screenshot is identical to the one above, showing the 'STUDENT INFORMATION' page with a red circle highlighting the '(100% COMPLETE)' status. The page contains two main sections: 'Student's Demographic Information' and 'Student Information'. Both sections have a note: 'This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.' The demographic section includes fields for Full Name, Nickname, Birth Date, Gender, and Residence Address. The student information section includes fields for Student ID (Lunch Number), Current grade, and Current School.

STUDENT INFORMATION (100% COMPLETE)

Please review and confirm that your student's information is accurate

Student's Demographic Information

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.

Full Name: Jaslyn Jazmarie Favela

Nickname: Jaslyn

Birth Date (YR/M/D): 2015-05-31

Gender: Female

Residence Address: 2832 Linda Dr Naples FL 34112 [Edit](#)

Student Information

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.

Student ID (Lunch Number): 407530

Current grade: 4th

Current School (Daytime / Regular School): AVE

18 When all information is entered- parent will click Next.

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.^[AAHJ]

Full Name:^[AAFK] Jaslyn Jazmarie Favela

Nickname:^[AAJF] Jaslyn

Birth Date (YR/M/D):^[AAJI] 2015-05-31

Gender:^[AAIV] Female

Residence Address:^[AAGZ] 2832 Linda Dr Naples FL 34112 [Edit](#)^[AAMG]

To change the student's address, please submit an "Address Change Request" through [myCCPS](#) or click the [Edit](#) button.^[AALV]

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.^[AAHJ]

Student ID (Lunch Number)^[AAAS]: 407530

Current grade^[AADAI]: 4th

Current School (Daytime / Regular School)^[AAEU]: AVE

[NEXT](#) ^[AAHJ] [GUARDIANS INFO](#)^[AAAK]

200 @enroll_application 1297 ms 24.0 MiB ↓↑ 1 8 2001153044 181 ms 6.4.21

19 Guardian Section- includes all parent information. Additional parents/legal guardians can be added BUT can only be added through the portal or with school permission. See notes below within each section.

Language/Idioma/Lang

Jaslyn J Favela 407530

GUARDIANS SECTION^[AAMC] (86% COMPLETE^[AAAG])

Please review and complete the information for each parent/guardian. Only fields highlighted in **red** are required. However, we encourage you to provide as much information as possible so we can contact any listed guardian in case of an emergency.^[AAOB]

Parent/Legal Guardian 1 (Person Completing This Application)^[AAOS]

This information is reflected from FOCUS. To make alterations, please reach out to the CCPS Student Registration Department.^[AAHJ]

Full Name:^[AAFK] Jacquelin E Favela

Relationship to Student:^[AAFMI] Mother^[AABN]

Has Student's Custody^[AAMFI]: Yes^[AABQ]

This information is linked to your portal account. To make any changes, please go to [myCCPS](#) or click the [Edit](#) button.^[AAMA]

Parent/Legal Guardian 2^[AAOS]

To add an additional parent or legal guardian, they must log in to their CCPS Portal account and submit a Student Link Request.^[AAQO]

20

All parent information is listed. This is grayed out, meaning parent can not make adjustments to this information without going through the school or making proper changes in the Portal.

Full Name: ^[AAPN] Jacquelin E Favela

Relationship to Student: ^[AAFM] Mother ^[AABN]

Has Student's Custody: ^[AAMF] Yes ^[AABQ]

This information is linked to your portal account. To make any changes, please go to ^[AAMB] myCCPS or click the **Edit** button ^[AAMA]

Residence Address: ^[AAGZ] 2832 Linda Dr Naples Fl 34112 ^[AAMG] Edit

Email Address: ^[AAGV] estrella.favela@yahoo.com ^[AAMG] Edit

Cell Phone: ^[AAGT] (239) 302-0514 ^[AAMG] Edit

Home Phone: ^[AAGU] () - - - ^[AAMG] Edit

Work Phone: ^[AAGX] (239) 347-4248 ^[AAMG] Edit

Work Extension: ^[AAGY] ^[AAMG] Edit

Employer: ^[AAGW] ccps ^[AAMG] Edit

Custody and Court Orders ^[AAGX]

200 @enroll_application 1297 ms 24.0 MiB 1 8 2001153044 181 ms 6.4.21

21

Custody and Court Order Section.

Language/Idioma/Lang

Jaslyn J Favela 407530

Work Phone: ^[AAGX] (239) 347-4248 ^[AAMG] Edit

Work Extension: ^[AAGY] ^[AAMG] Edit

Employer: ^[AAGW] ccps ^[AAMG] Edit

Custody and Court Orders ^[AAGX]

Is there a certified court order in place (such as a custody or restraining order) affecting parental rights? ^[AAPZ]

☐ Yes ^[AABQ] ☐ No ^[AABR]

PREVIOUS: ^[AAFI] STUDENT ^[AAAL]

NEXT: ^[AAFI] ENROLLMENT ^[AAAN]

22 Parents with custody agreements will click yes.

Work Phone: (239) 347-4248 Edit

Work Extension: Edit

Employer: ccps Edit

Custody and Court Orders

Is there a certified court order in place (such as a custody or restraining order) affecting parental rights?

☒ Yes ☐ No

PREVIOUS: STUDENT NEXT: ENROLLMENT

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS

200 @enroll_application 1297 ms 24.0 MiB 1 8 2001153044 181 ms 6.4.21

23 Then, they will have an opportunity to upload appropriate court documents.

Work Phone: (239) 347-4248 Edit

Work Extension: Edit

Employer: ccps Edit

Custody and Court Orders

Is there a certified court order in place (such as a custody or restraining order) affecting parental rights?

☒ Yes ☐ No

Please provide documentation

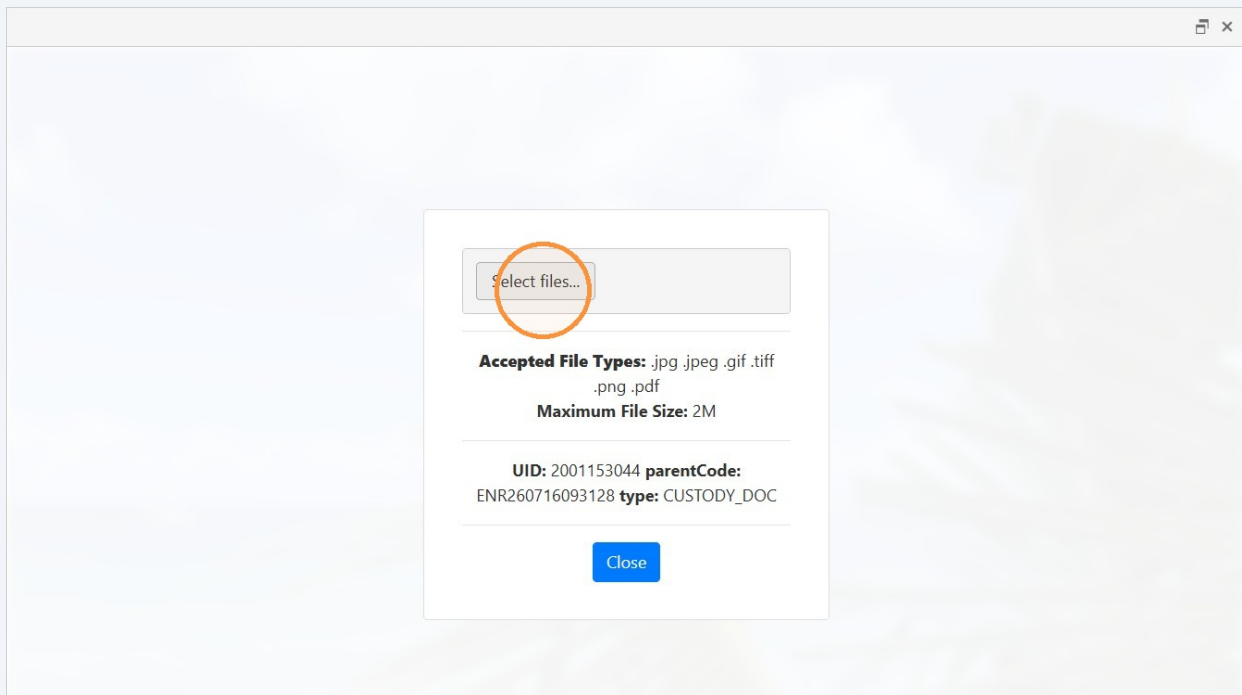
Upload Document

PREVIOUS: STUDENT NEXT: ENROLLMENT

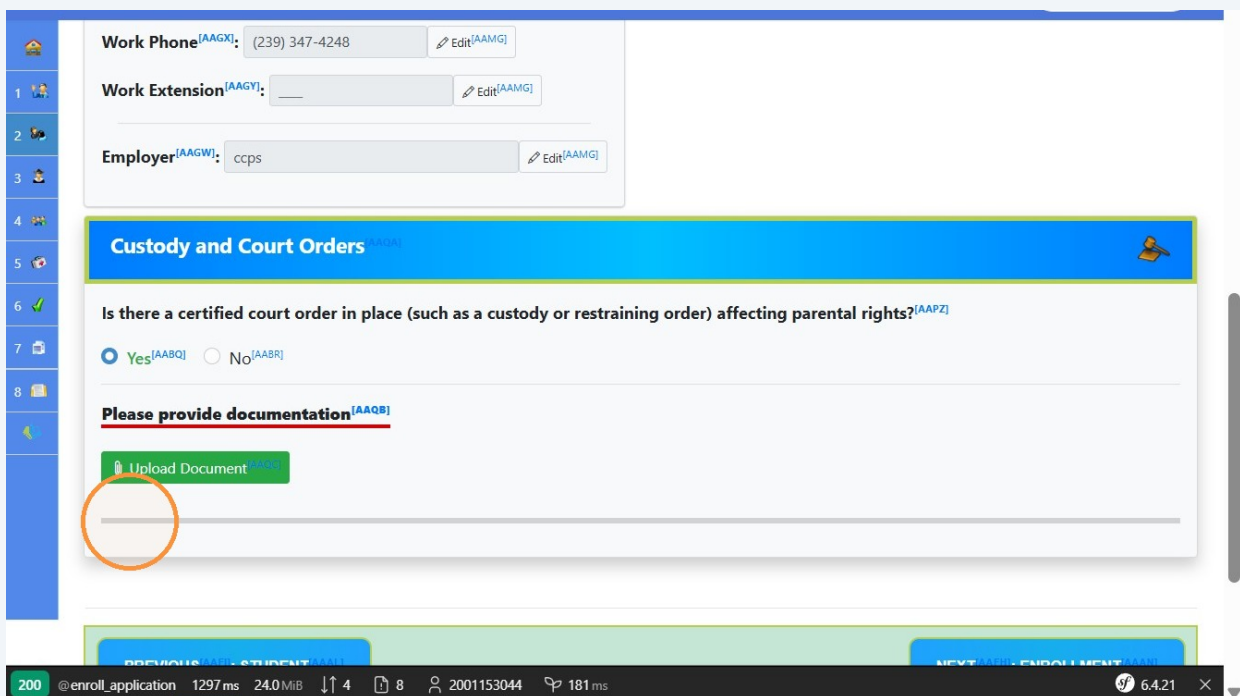
PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS

200 @enroll_application 1297 ms 24.0 MiB 2 8 2001153044 181 ms 6.4.21

24 Parents will be prompted to select and upload files.



25 If a parent uploads a document, they will see it here.



26 Click "Next"

Employer^[AAGW]: ccps [Edit^{\[AAMG\]}](#)

Custody and Court Orders^[AABQ]

Is there a certified court order in place (such as a custody or restraining order) affecting parental rights?^[AAPZ]

☐ Yes^[AABQ] ☒ No^[AABR]

[PREVIOUS^{\[AAFI\]}: STUDENT^{\[AAAL\]}](#) [NEXT^{\[AAFI\]}: ENROLLMENT^{\[AAAN\]}](#)

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.
E-MAIL ADDRESS: HELPPDESK@COLLIERSCHOOLS.COM
PHONE NUMBER: 239-377-0445
YOUR APPLICATION'S REFERENCE CODE^[AAFG] **ENR260716093128**

200 @enroll_application 1297 ms 24.0 MiB ↑ 5 8 2001153044 181 ms 6.4.21

27 Enrollment Section- Parents can choose what school their child will attend for SACC. The only schools that will populate in this section are the enrolled school or the home zone school.

Language/Idioma/Lang Jaslyn J Favela 407530

ENROLLMENT SECTION^[AAFG] (40% COMPLETE^[AAAO])

In this section, you will complete the required location and timekeeping information for SACC enrollment. Please make sure to carefully select the correct hours and days of the week. If you have any questions regarding your schedule, please contact the CCPS Parent Resources Team for assistance.^[AAGD]

Confirm your child's grade level and select the SACC location they will attend.^[AAMG]

Grade Applying For^[AACZ]: 4th grade

School Applying For^[AAIR]: Select

Your child can only attend a SACC location where they are either regularly enrolled in school or assigned by their school zone.^[AAMD]

When will your child's SACC enrollment begin?

Select the date^[AAOF]

Start date must be at least 48 hours after application and payment are received.^[AAOG]

28 For this student, AVE is the only school parent can select.

In this section, you will complete the required location and timekeeping information for SACC enrollment. Please make sure to carefully select the correct hours and days of the week. If you have any questions regarding your schedule, please contact the CCPS Parent Resources Team for assistance.^[AAGD]

Confirm your child's grade level and select the SACC location they will attend.^[AARD]

Grade Applying For:^[AACZ] 4th grade

School Applying For:^[AAIR]

Select

Select

Avalon Elementary School

Your child can only attend a SACC location where they are currently registered, enrolled in school or assigned by their school zone.^[AAMD]

When will your child's SACC enrollment begin?

Select the date:^[AAOF]

Start date must be at least 48 hours after application and payment are received.^[AAOG]

Which program(s) are you enrolling your child in?

Please select at least one (1) program from this section.^[AAOE]

You may select only one (1) of the following programs.^[AAML]

Which days will your child be in attendance?

☐ Monday^[AABU]

☐ Tuesday^[AABV]

☐ Wednesday^[AABW]

☐ Thursday^[AABX]

☐ Friday^[AABY]

☐ Saturday^[AABZ]

☐ Sunday^[AACA]

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29 Parent can choose the enrollment start date. See the note below- start date must be at least 48 hours after application and payment are received.

Language/Idioma/Lang Jaslyn J Favela 407530

In this section, you will complete the required location and timekeeping information for SACC enrollment. Please make sure to carefully select the correct hours and days of the week. If you have any questions regarding your schedule, please contact the CCPS Parent Resources Team for assistance.^[AAGD]

Confirm your child's grade level and select the SACC location they will attend.^[AARD]

Grade Applying For:^[AACZ] 4th grade

School Applying For:^[AAIR] Avalon Elementary School

Select

Avalon Elementary School

Your child can only attend a SACC location where they are currently registered, enrolled in school or assigned by their school zone.^[AAMD]

When will your child's SACC enrollment begin?

Select the date:^[AAOF]

Start date must be at least 48 hours after application and payment are received.^[AAOG]

Which program(s) are you enrolling your child in?

Please select at least one (1) program from this section.^[AAOE]

Which days will your child be in attendance?

☐ Monday^[AABU]

☐ Tuesday^[AABV]

☐ Wednesday^[AABW]

☐ Thursday^[AABX]

☐ Friday^[AABY]

☐ Saturday^[AABZ]

☐ Sunday^[AACA]

30 They will select date.

Language/Idioma/Lang

Jaslyn J Favela 407530

In this section, you will complete the required location and timekeeping information for SACC enrollment. Please make sure to carefully select the correct hours and days of the week. If you have any questions regarding your schedule, please contact the CCPS Parent Resources Team for assistance.^[AAGD]

Confirm your child's grade level and select the SACC location they will attend.^[AAAG]

Grade Applying For:^[AACZ] 4th grade

School Applying For:^[AAIR] Avalon Elementary School

Your child can only attend a SACC location where they are either regularly enrolled in school or assigned by their school zone.^[AAMD]

When will your child's SACC enrollment begin?

Select the date:^[AAOF]

Start date must be at least

Which program(s) are you enrolling your child in?

Please select at least one (1) program from this section.^[AAOE]

Which days will your child be in attendance?

Monday^[AABU]

Tuesday^[AABV]

Wednesday^[AAQI]

Thursday^[AAQP]

Friday^[AAQR]

31 Also in the Enrollment Section- parents will choose full or part-time. They also can select ERD or Full days.

Language/Idioma/Lang

Jaslyn J Favela 407530

Start date must be at least 48 hours after application and payment are received^[AAOG]

Which program(s) are you enrolling your child in?

Please select at least one (1) program from this section.^[AAOE]

You may select only one (1) of the following programs^[AAML]

- ☐ Before School Only (6:30 AM to 8:00 AM)
- ☐ Before and After School (4 to 5 days - 6:30 AM to 8:00 AM / 2:45 PM to 6:30 PM)
- ☐ After School Full-Time (4 to 5 days - 2:45 PM to 6:30 PM)
- ☐ After School Part-Time (2 to 3 days - 2:45 PM to 6:30 PM)
- ☐ After School (1 day - 2:45 PM to 6:30 PM)

You may select all that apply^[AADQ]

- ☐ Early Dismissal Days
- ☐ Full Day (Non-student contact days)

Which days will your child be in attendance?

Monday^[AABU]

Tuesday^[AABV]

Wednesday^[AAQI]

Thursday^[AAQP]

Friday^[AAQR]

PREVIOUS^[AAFI] : GUARDIANS INFO^[AAAG]

NEXT^[AAFI] : CONTACTS SECTION^[AAAU]

32

Once parents select the program their child will be enrolled in, they will then select the days of attendance. If a parent chooses 2-3 days a week, they can only select 2-3 days on the right-hand side.

school or assigned by their school zone.^[AAMD] Start date must be at least 48 hours after application and payment are received.^[AAOG]

Which program(s) are you enrolling your child in?

Please select at least one (1) program from this section.^[AAOE]

You may select only one (1) of the following programs^[AAML]

- ☐ Before School Only (6:30 AM to 8:00 AM)
- ☐ Before and After School (4 to 5 days - 6:30 AM to 8:00 AM / 2:45 PM to 6:30 PM)
- ☐ After School Full-Time (4 to 5 days - 2:45 PM to 6:30 PM)
- ☐ After School Part-Time (2 to 3 days - 2:45 PM to 6:30 PM)
- ☐ After School (1 day - 2:45 PM to 6:30 PM)

You may select all that apply^[AADQ]

- ☐ Early Dismissal Days
- ☐ Full Day (Non-student contact days)

Which days will your child be in attendance?

- ☐ Monday^[AABU]
- ☐ Tuesday^[AABV]
- ☐ Wednesday^[AAQJ]
- ☐ Thursday^[AAQP]
- ☐ Friday^[AAQR]

PREVIOUS^[AATF]: GUARDIANS INFO^[AAAK] NEXT^[AATF]: CONTACTS SECTION^[AALH]

200 @enroll_application 1297 ms 24.0 MiB ↓↑ 11 8 2001153044 181 ms 6.4.21

33

Parent clicks days of attendance. Then, click next.

school or assigned by their school zone.^[AAMD] Start date must be at least 48 hours after application and payment are received.^[AAOG]

Which program(s) are you enrolling your child in?

Please select at least one (1) program from this section.^[AAOE]

You may select only one (1) of the following programs^[AAML]

- ☐ Before School Only (6:30 AM to 8:00 AM)
- ☐ Before and After School (4 to 5 days - 6:30 AM to 8:00 AM / 2:45 PM to 6:30 PM)
- ☐ After School Full-Time (4 to 5 days - 2:45 PM to 6:30 PM)
- ☐ After School Part-Time (2 to 3 days - 2:45 PM to 6:30 PM)
- ☐ After School (1 day - 2:45 PM to 6:30 PM)

You may select all that apply^[AADQ]

- ☐ Early Dismissal Days
- ☐ Full Day (Non-student contact days)

Which days will your child be in attendance?

- ☒ Monday^[AABU]
- ☐ Tuesday^[AABV]
- ☐ Wednesday^[AAQJ]
- ☐ Thursday^[AAQP]
- ☐ Friday^[AAQR]

PREVIOUS^[AATF]: GUARDIANS INFO^[AAAK] NEXT^[AATF]: CONTACTS SECTION^[AALH]

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34

Contacts Section. Parents can select if a sibling will be attending BUT each child attending will complete a separate application.

Language/Idioma/Lang

Jaslyn J Favela 407530

CONTACTS SECTION ^[AALG] (0% COMPLETE ^[AAG])

In this section, you will provide the required information about your child's contacts. ^[AALT]

Sibling(s) Attending SACC ^[AALS]

Does your child have any siblings attending SACC? ^[AALQ]

☐ Yes ^[AAQ] ☐ No ^[AABR]

Emergency and Departure Contacts ^[AALR]

In the event of an accident or illness that does not require immediate emergency treatment but prevents your child from remaining at school, the Site Supervisor or designee will contact the parent(s)/guardian(s). If a parent or guardian cannot be reached, **one of the emergency contacts listed in the section below will be contacted** to pick up and/or care for your child. ^[AALP]

35

Parents can add emergency contacts.

☐ Yes ^[AABQ] ☒ No ^[AABR]

Emergency and Departure Contacts ^[AALR]

In the event of an accident or illness that does not require immediate emergency treatment but prevents your child from remaining at school, the Site Supervisor or designee will contact the parent(s)/guardian(s). If a parent or guardian cannot be reached, **one of the emergency contacts listed in the section below will be contacted** to pick up and/or care for your child. ^[AALP]

No Emergency Contacts added yet. Please click the **Add Contact** button to start ^[AAMX]

+ Add New Emergency Contact ^[AABN]

Emergency Pickup Code ^[AAGQ]

If a parent/guardian cannot provide written authorization due to an emergency, a child may be released if:

- We can confirm the request by contacting you at the phone number you provided.
- During the call, you identify the emergency code you indicate below.

^[AANA]

Emergency Code (Word or Number) ^[AANC]

36 Parents will complete Pickup Code section- then click Next.

Language/Idioma/Lang

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Save Cancel

No Emergency Contacts added yet. Please click the **Add Contact** button to start.

+ Add New Emergency Contact

Emergency Pickup Code

If a parent/guardian cannot provide written authorization due to an emergency, a child may be released if:

- We can confirm the request by contacting you at the phone number you provided.
- During the call, you identify the emergency code you indicate below.

[AANA]

Emergency Code (Word or Number)

PREVIOUS: ENROLLMENT NEXT: MEDICAL / HEALTH INFO

37 Medical/Health Information

Language/Idioma/Lang

Jaslyn J Favela 407530

MEDICAL / HEALTH INFORMATION (100%)

The parent or guardian must provide the School-Age Child Care (SACC) program with any health conditions their child may have. Additionally, all contact and emergency information must be current and accurate so that the SACC Site Supervisor can reach you promptly if needed.

Health Conditions

It is very important to report any health conditions, especially allergies or those requiring medication, so our staff knows how to respond in case of an emergency and can properly support your child.

Does your child have any health conditions or allergies that our staff should be aware of? Yes

Please review carefully and select all that apply.

☐ Allergy (EpiPen required)	☐ Nuts Allergy	☐ Allergy (No EpiPen required)
☒ Attention Deficit Hyperactivity Disorder (ADHD)	☒ Asthma (No Medication needed)	☐ Asthma (Medication at school)

Describe condition (symptoms, treatment, or medication)

38

This information is pulled from FOCUS. The medical information in FOCUS is grayed out, meaning that parents can not alter this information. They can add additional information, but not change existing.

Language/Idioma/Lang

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Please review carefully and select all that apply. ^[AANG]

☐ Allergy (EpiPen required)

☒ **Attention Deficit Hyperactivity Disorder (ADHD)**

Describe condition (symptoms, treatment, or medication) ^[AAON]

Medicated at home

This health condition is maintained by the school and cannot be modified here. Please contact the school if changes are needed. ^[AARN]

☐ Attention Deficit Disorder

☐ Cystic Fibrosis

☐ Heart Disease

☐ Hypoglycemia

☐ Lupus

☐ Mental / Behavioral

☐ Nuts Allergy

☒ **Asthma (No Medication needed)**

Describe condition (symptoms, treatment, or medication) ^[AAON]

Albuterol HFA

This health condition is maintained by the school and cannot be modified here. Please contact the school if changes are needed. ^[AARN]

☐ Cancer

☒ **Diabetes Type 1 (Insulin required)**

Describe condition (symptoms, treatment, or medication) ^[AAON]

—

This health condition is maintained by the school and cannot be modified here. Please contact the school if changes are needed. ^[AARN]

☐ Bleeding Disorder

☐ Kidney Disorder

☐ Medication required at school

☐ Seizures / Epilepsy

☐ Allergy (No EpiPen required)

☐ Asthma (Medication at school)

☐ Cerebral Palsy

☐ Diabetes Type 2 (No insulin required)

☐ Hypertension

☐ Leukemia

☐ Muscular Dystrophy

☐ Sickle Cell

☐ Other health condition requiring assistance at school

☐ Other – Serious Health Condition

Other health conditions ^[AARM]

Enter any other health conditions you would like to report...

Save ^[AARM] Cancel ^[AARM]

Healthcare Providers ^[AARM]

This information is optional and helps us support the child's health needs and quickly identify healthcare providers in case of illness or emergency ^[AADO]

39

When complete, parent will click Save.

Mental / Behavioral

☒ **Seizures / Epilepsy**

Describe condition (symptoms, treatment, or medication) ^[AAON]

—

☐ Wears Glasses

☐ Hearing Loss (Uses Hearing Aids)

☐ Other health condition requiring assistance at school

☐ Other – Serious Health Condition

☐ Sickle Cell

Other health conditions ^[AARM]

Enter any other health conditions you would like to report...

Save ^[AARM] Cancel ^[AARM]

Healthcare Providers ^[AARM]

This information is optional and helps us support the child's health needs and quickly identify healthcare providers in case of illness or emergency ^[AADO]

40

Healthcare Provider information should be prepopulated from FOCUS. If not, parent can add information in this section.

Language/Idioma/Lang

Jaslyn J Favela 407530

Healthcare Providers

This information is optional and helps us support the child's health needs and quickly identify healthcare providers in case of illness or emergency.

Child's Physician

Physician's Name: Dr. Salvatore Anzalone

Phone Number: () - -

Child's Dentist

Dentist's Name:

Phone Number: () - -

41

Permissions and Consent Section. Parents complete each part of this section-starting with Food-Related Activities.

Language/Idioma/Lang

Jaslyn J Favela 407530

PERMISSIONS & CONSENTS (0% COMPLETE)

Please review and select your permissions and consents.

Permission to Participate in Food-Related Activities

Select the permission that applies to your child for participation in food-related activities and special occasions where food is served.

☐ My child **MAY** participate in food-related activities.

☐ My child **MAY NOT** participate in food-related activities.

☐ My child **MAY** participate in activities, but **MAY NOT** eat, drink or handle the following items below.

Permission to Participate in Physical Activities

42 Permission to Participate in Physical Activities

Language/Idioma/Lang

Jaslyn J Favela 407530

1

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3

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8

My child **MAY** participate in activities, but **MAY NOT** eat, drink or handle the following items below:^[AANP]

Cashews and tree nuts.

Permission to Participate in Physical Activities^[AANQ]

Select the permission that applies to your child for participation in physical activities ^[AANR]

☐ My child **MAY** participate fully in school activities including physical education.^[AANS]

☐ My child **MAY** participate in school activities including physical education with the **RESTRICTIONS** as follows:^[AANT]

Photo-Video Media Release^[AANU]

Please read and select whether you consent to your child's participation in photo and video media.

I grant permission for my child to participate and appear in video or audio recordings, films, photographs, written articles, or on websites and social media sites. This consent includes the use and editing of my child's image, voice, and name in media projects by Collier County Public Schools (CCPS) to print, broadcast, Internet media outlets, such as newspapers, radio and television stations, and news websites. In consideration of the opportunity for my child to participate, I release Collier County Public Schools, including its employees and contractors, from all claims resulting from the use and editing of my child's image, voice, or name, and the use, sale, editing, and release to media outlets.

Do you consent to the use of your child's photo, video, and audio as described above?^[AANV]

☐ Yes, I consent^[AANY]

☐ No, I do not consent^[AANZ]

43 Photo-Video Media Release

Language/Idioma/Lang

Jaslyn J Favela 407530

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8

Photo-Video Media Release^[AANU]

Please read and select whether you consent to your child's participation in photo and video media.

I grant permission for my child to participate and appear in video or audio recordings, films, photographs, written articles, or on websites and social media sites. This consent includes the use and editing of my child's image, voice, and name in media projects by Collier County Public Schools (CCPS) to print, broadcast, Internet media outlets, such as newspapers, radio and television stations, and news websites. In consideration of the opportunity for my child to participate, I release Collier County Public Schools, including its employees and contractors, from all claims resulting from the use and editing of my child's image, voice, or name, and the use, sale, editing, and release to media outlets.

Do you consent to the use of your child's photo, video, and audio as described above?^[AANV]

☐ Yes, I consent^[AANY]

☐ No, I do not consent^[AANZ]

44

Policies Section- parents will go through and acknowledge each policy. As they acknowledge, the policy will "fold back up"

Language/Idioma/Lang

Jaslyn J Favela 407530

POLICIES SECTION (0% COMPLETE)

Click each title to expand each policy. Be sure to read through and agree at the end of each one.

Tuition, Payments & Fees Policy

- The parent/guardian who enrolls the child is responsible for all weekly tuition based on the child's enrollment.
- Tuition is charged by full week, partial week, or single day, according to the selected schedule.
- Tuition is required regardless of attendance and is billed weekly.
- Payment must be made in advance by Friday at 6:30 p.m. for the following week of care.
- A non-refundable annual registration fee of \$75 per family is required each school year (July-June).
- A \$10 late fee will be applied on Monday if payment is not received by the Friday 6:30 p.m. deadline.
- If a check or credit card payment is returned or declined, it will not be reprocessed. Full payment must be made within 24 hours using a money order or cashier's check.

Attendance, Absences & Withdrawal Policy

- Changes to enrollment (including absences, vacations, or withdrawal) require written notice by Tuesday for the following week. Requests must be submitted by email or through the SACC Change of Enrollment (COE) Form. Verbal requests are not accepted.
- No refunds will be issued for unused days if a student is withdrawn during a paid week. Any eligible overpayments will be refunded within 10 business days.
- If a student is absent for five (5) consecutive days without notification, the student will be withdrawn. Tuition will still be charged, no refund will be issued, and any outstanding balance must be paid.
- No credit is given for absences unless due to illness. If a student is absent for two (2) or more days for medical reasons with a doctor's note, prepaid tuition may be adjusted, and any remaining balance will be applied as a credit to the following week.

45

Once all policies have been reviewed and acknowledged, click next.

their child during operating hours.

- All visits must follow safety procedures to protect all children in the program.
- Only individuals authorized on the Emergency Contact and Departure Form may visit or access a child.
- In custody situations, all procedures will follow the program's established pick-up policies.
- Parents/guardians are encouraged to schedule visits in advance with the Site Supervisor/Designee.

[AAPC]-

☐ I have read and agree to this policy

SACC staff do not participate in custody disputes or take sides between parents/guardians.

- If conflicting instructions are given by parents/guardians, the program will:
 - Encourage parents/guardians to resolve the issue and provide consistent instructions.
 - Follow the most recent valid court order if one is provided.
 - If no court order exists, provide both parents equal access to the child's records and participation.

[AAPE]-

☐ I have read and agree to this policy

PREVIOUS: PERMISSIONS & CONSENTS

NEXT RESOURCES

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.
E-MAIL ADDRESS: HELPDESK@COLLIERSCHOOLS.COM
PHONE NUMBER: 239-377-0445
YOUR APPLICATION'S REFERENCE CODE: **ENR260716093128**

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As you can see, once all policies are acknowledged- this is what the page will look like.

Language/Idioma/Lang

Jaslyn J Favela 407530

POLICIES SECTION (100% COMPLETE)

100%

Click each title to expand each policy. Be sure to read through and agree at the end of each one.

- Tuition, Payments & Fees Policy
- Attendance, Absences & Withdrawal Policy
- Late Pick-Up Policy
- Emergency Contact & Release Policy
- Health & Medical Policy
- Discipline & Expulsion Policy
- Open Door Policy
- Child Custody Policy

47

Resources Section: Payment Information

Language/Idioma/Lang

Jaslyn J Favela 407530

In this section, you will find important documents, forms, guidance, and program information.

Payment Information

Review payment options and instructions to complete your payments. Your child may begin attending only after payment has been fully processed.

Acceptable payment methods include:

- Tuition Express (TE) automated payments using a voided check or credit card (Visa, MasterCard, or Discover) on file
- Money Order
- Cashier's Check
- No cash accepted

Choose your payment preference to view instructions

☐ Automatic Payment ☐ Money Order / Cashier's Check

Parent Handbook Calendar Early Learning Coalition

48 Can choose auto payment or money order.

Review payment options and instructions to complete your payments. *Your child may begin attending only after payment has been fully processed.*

Acceptable payment methods include:

- Tuition Express (TE) automated payments using a voided check or credit card (Visa, MasterCard, or Discover) on file
- Money Order
- Cashier's Check
- **No cash accepted**

[AAPJ]

Choose your payment preference to view instructions [AAPK]

☐ Automatic Payment [AAPL] ☐ Money Order / Cashier's Check [AAPM]

Parent Handbook [AAPQ]
Access handbook documents, policies, and important program guidelines. [AAPR]
[Download Parent Handbook](#) [AAPS]

Calendar [AAPU]
View calendars and schedules related to the SACC program. [AAPV]
[Download SACC Calendar](#) [AAPV]

Early Learning Coalition [AAPX]
Find documents and resources provided by the Early Learning Coalition. [AAPX]
[Download Early Learning Coalition](#) [AAPY]

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49 If they choose Auto payment, then parent would see directions on completing Procure form.

• Money Order

• Cashier's Check

• **No cash accepted**

[AAPJ]

Choose your payment preference to view instructions [AAPK]

☒ Automatic Payment [AAPL] ☐ Money Order / Cashier's Check [AAPM]

Instructions:

To set up automatic payments through Tuition Express, please download and complete the Automated Payment Processing Form. Once completed, submit the form to SACCPayments@collierschools.com.

A voided check or valid credit card (Visa, MasterCard, or Discover) is required. [AAPN]

[Download Automated Payment Processing Form](#) [AAPO]

Parent Handbook [AAPQ]
Access handbook documents, policies, and important program guidelines. [AAPR]
[Download Parent Handbook](#) [AAPS]

Calendar [AAPU]
View calendars and schedules related to the SACC program. [AAPV]
[Download SACC Calendar](#) [AAPV]

Early Learning Coalition [AAPX]
Find documents and resources provided by the Early Learning Coalition. [AAPX]
[Download Early Learning Coalition](#) [AAPY]

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50

This email will say "AVESACC@collierschools.com" (or whatever school email is appropriate for that student). Parent will complete form and email to proper email listed.

The screenshot shows the Colliers Schools Parent Portal interface. At the top, there is a language dropdown menu and a user profile for Jaslyn J Favela. The main content area is titled 'Instructions:' and contains the following text: 'To set up automatic payments through Tuition Express, please download and complete the Automated Payment Processing Form. Once completed, submit the form to SACCPayments@collierschools.com. A voided check or valid credit card (Visa, MasterCard, or Discover) is required.' The email address is circled in orange. Below the instructions, there is a link to 'Download Automated Payment Processing Form[AAPO]'. The interface also features three main sections: 'Parent Handbook' (with a link to 'Download Parent Handbook[AAPS]'), 'Calendar' (with a link to 'Download SACC Calendar[AAPV]'), and 'Early Learning Coalition' (with a link to 'Download Early Learning Coalition [AAPY]'). At the bottom, there are buttons for 'PREVIOUS [AAPF]: POLICIES [AAFL]' and 'NEXT [AAPG]: SUMMARY [AADT]'.

51

Parents can review the Parent Handbook, Calendar, or ELC information.

The screenshot shows the same Colliers Schools Parent Portal interface as in the previous image. The 'Instructions' section is still visible at the top. Below it, the three main sections are highlighted with orange circles: 'Parent Handbook' (with a link to 'Download Parent Handbook[AAPS]'), 'Calendar' (with a link to 'Download SACC Calendar[AAPV]'), and 'Early Learning Coalition' (with a link to 'Download Early Learning Coalition [AAPY]'). The 'Parent Handbook' section also includes the text: 'Access handbook documents, policies, and important program guidelines.' The 'Calendar' section includes: 'View calendars and schedules related to the SACC program.' The 'Early Learning Coalition' section includes: 'Find documents and resources provided by the Early Learning Coalition.' At the bottom, there are buttons for 'PREVIOUS [AAPF]: POLICIES [AAFL]' and 'NEXT [AAPG]: SUMMARY [AADT]'.

52 Click Next.

Instructions:
To set up automatic payments through Tuition Express, please download and complete the Automated Payment Processing Form. Once completed, submit the form to SACCPayments@collierschools.com.
A voided check or valid credit card (Visa, MasterCard, or Discover) is required. [AAPN]

[Download Automated Payment Processing Form \[AAPO\]](#)

Parent Handbook [AAPG]
 Access handbook documents, policies, and important program guidelines. [AAPR]
[Download Parent Handbook \[AAPS\]](#)

Calendar [AAPU]
 View calendars and schedules related to the SACC program. [AAPU]
[Download SACC Calendar \[AAPV\]](#)

Early Learning Coalition [AAPW]
 Find documents and resources provided by the Early Learning Coalition. [AAPX]
[Download Early Learning Coalition \[AAPY\]](#)

PREVIOUS [AAFI]: **POLICIES** [AAFL] **NEXT** [AFHI]: **SUMMARY** [AABT]

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53 Parents will be taken to a summary page to review all information.

Language/Idioma/Lang Jaslyn J Favela 407530

SUMMARY [AABT]

Student Section [AABP] (100% complete [AABQ])
Full Name: [AAFK] Jaslyn Jazmarie Favela
Nickname: [AAJF] Jaslyn
Birth Date (YR/M/D): [AAJI] 2015-05-31
Gender: [AAIY] Female
Residence Address [AAGZ]: 2832 Linda Dr Naples Fl 34112
Student ID (Lunch Number) [AAAS]: 407530
Current grade [AADA]: 4th
Current School (Daytime / Regular School) [AAEU]: AVE

Guardians Section [AABM] (100% complete [AABQ])
Parent/Legal Guardian 1 (Person Completing This Application) [AAQS]:
Full Name: [AAFK] Jacquelin E Favela
Relationship to Student: [AAFM]
 Mother [AABN]
Has Student's Custody: [AAMF]:
 Yes [AABQ]
Residence Address [AAGZ]: 2832 Linda Dr Naples Fl 34112
Email Address [AAGV]: estrella.favela@yahoo.com
Cell Phone [AAGT]: (239) 302-0514
Home Phone [AAGU]:
Work Phone [AAGX]: (239) 347-4248
Work Extension [AAGY]:

54

Once parents have reviewed all information. They will see a submit button at the bottom of this page.

The screenshot shows a web application interface with a sidebar on the left containing 8 numbered items. Item 8 is circled in orange. The main content area is divided into two columns: 'Policies Section' and 'Resources'. Both sections show a '100% complete' status. The Policies Section lists seven policies with checkboxes indicating they have been read and agreed to. The Resources section includes a 'Preferred Payment Method' section with instructions and a list of downloadable forms. At the bottom, there is a contact information box for the service desk and the application's reference code.

Policies Section (100% complete)

- Tuition, Payments & Fees Policy [AAOQ] I have read and agree to this policy [AAPF]
- Attendance, Absences & Withdrawal Policy [AAOR] I have read and agree to this policy [AAPF]
- Late Pick-Up Policy [AAOT] I have read and agree to this policy [AAPF]
- Emergency Contact & Release Policy [AAOW] I have read and agree to this policy [AAPF]
- Health & Medical Policy [AAOX] I have read and agree to this policy [AAPF]
- Discipline & Expulsion Policy [AAOZ] I have read and agree to this policy [AAPF]
- Open Door Policy [AAPB] I have read and agree to this policy [AAPF]
- Child Custody Policy [AAPD] I have read and agree to this policy [AAPF]

Resources (100% complete)

Preferred Payment Method [AAQT] Automatic Payment [AAPL]

Instructions:
To set up automatic payments through Tuition Express, please download and complete the Automated Payment Processing Form. Once completed, submit the form to SACCPayments@collierschools.com.
A voided check or valid credit card (Visa, MasterCard, or Discover) is required. [AAPN]

- Download Automated Payment Processing Form [AAPQ]
- Download Parent Handbook [AAPS]
- Download SACC Calendar [AAPV]
- Download Early Learning Coalition [AAPY]

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.
E-MAIL ADDRESS: HELPDESK@COLLIERSCHOOLS.COM
PHONE NUMBER: 239-377-0445
YOUR APPLICATION'S REFERENCE CODE: [AAPG] **ENR260716093128**

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Once the application is submitted, you will get a notification via email that an application has been submitted. And then you will be able to see that application on your administrative side. From there, you will be able to review and approve the application.

This screenshot is identical to the previous one, showing the same application review page. However, in this version, the icon for item 8 in the sidebar is circled in orange instead of the submit button. The rest of the page content, including the Policies and Resources sections, remains the same.

Policies Section (100% complete)

- Tuition, Payments & Fees Policy [AAOQ] I have read and agree to this policy [AAPF]
- Attendance, Absences & Withdrawal Policy [AAOR] I have read and agree to this policy [AAPF]
- Late Pick-Up Policy [AAOT] I have read and agree to this policy [AAPF]
- Emergency Contact & Release Policy [AAOW] I have read and agree to this policy [AAPF]
- Health & Medical Policy [AAOX] I have read and agree to this policy [AAPF]
- Discipline & Expulsion Policy [AAOZ] I have read and agree to this policy [AAPF]
- Open Door Policy [AAPB] I have read and agree to this policy [AAPF]
- Child Custody Policy [AAPD] I have read and agree to this policy [AAPF]

Resources (100% complete)

Preferred Payment Method [AAQT] Automatic Payment [AAPL]

Instructions:
To set up automatic payments through Tuition Express, please download and complete the Automated Payment Processing Form. Once completed, submit the form to SACCPayments@collierschools.com.
A voided check or valid credit card (Visa, MasterCard, or Discover) is required. [AAPN]

- Download Automated Payment Processing Form [AAPQ]
- Download Parent Handbook [AAPS]
- Download SACC Calendar [AAPV]
- Download Early Learning Coalition [AAPY]

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.
E-MAIL ADDRESS: HELPDESK@COLLIERSCHOOLS.COM
PHONE NUMBER: 239-377-0445
YOUR APPLICATION'S REFERENCE CODE: [AAPG] **ENR260716093128**

200 @enroll_application 1297 ms 24.0 MiB ↑ 38 8 2001153044 181 ms 6.421