SCHOOL AGE CHILD CARE AND PRESCHOOL
SCHEDULE PROGRAM ATTENDANCE

STEP 1: Login to your SchoolCare Works Family Portal
- Open the *Registration Approved* email from childcare@lps.k12.co.us
- Click on the login link provided in the email
- Login to your SchoolCare Works Family Portal with your username and password

STEP 2: Schedule program attendance
- Click on the **Attendance** tab at the top of the page
- Confirm that your child's name and correct school are listed above the calendar. If you have multiple children attending, there is a dropdown box showing each child's name to view a separate calendar for each child.
- Advance to the month you want to enter scheduled attendance
- Click on the boxes that correspond with the dates/times your child will attend
- Click **Add to Cart** when you are finished
- Repeat the process for each child by selecting **Find More** to take you back to the calendar and select another child from the dropdown menu at the top

STEP 3: Check out and pay
- Review selected scheduled attendance before checking out. Sessions cannot be deleted from scheduled attendance after you checkout and payment is made.
- Click **Checkout**
- *Payment options are as follows: payment by ACH Check through the SchoolCare Works System (.40 cents per transaction, payment by Credit Card through the SchoolCare Works System (convenience fee of 2.3% per transaction), payment by check or cash in person at your school site. If paying with cash or paper check, you will be unable to schedule attendance for SACC or Preschool until you schedule an appointment with your program manager to complete the payment and registration process at your school. The appointment will take about 30 minutes.*
- Enter your Credit Card or E-Check information
- Click **Submit Payment**
- An email receipt of payment will be sent to the email address you provided on the payment screen

Your child's scheduled attendance is not final until you have completed all of the steps above and you receive a payment confirmation email from childcare@lps.k12.co.us.

Please remember, space is not held for your child until payment is received, and there are no refunds or credits for sessions missed once you have submitted payment information and have checked out.