

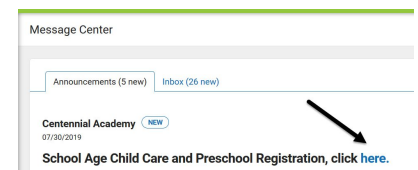
SCHOOL AGE CHILD CARE AND PRESCHOOL REGISTRATION

STEP 1: Login to your Infinite Campus Parent Portal

- Login at <https://campus.lps.k12.co.us/campus/portal/littleton.jsp>
- Complete the school registration or Annual Family Check-In process on Infinite Campus Parent Portal

STEP 2: Register your child on SchoolCare Works

- In Infinite Campus Parent Portal, scroll down to School Announcements
- Find School Age Child Care and Preschool Registration, **click here**



STEP 3: Register

- Choose a language
- Choose a location
- Request a start date
- Fill in the mandatory registration information
- Click **ADD TO CART**
- Click **Add a New Student** to repeat the process for each student you are registering

STEP 4: Create your Connect Portal Account

- Choose a User Id and Password
- Fill in your E-Signature
- Click **Continue**

STEP 5: Payment information

- *Payment options are as follows: 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 Credit Card information
- Click **Complete Registration**
- An email receipt of registration fee payment will be sent to the email address you provided on the payment screen

Once you receive email notification from childcare@lps.k12.co.us of acceptance into the SACC or Preschool program, you may start scheduling your child's program attendance.