

## The Parent Portal User's Guide

To access the Parent Portal go to [www.family.daycareworks.com/login.jsp](http://www.family.daycareworks.com/login.jsp)

*user id:* your email address

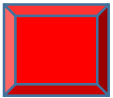
*password:* you chose at time of registration

If you don't remember your password, please click on "password reminder" and follow the instructions. If that doesn't work, contact the Preschool to reset your password.

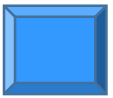
Once in the Parent Portal you will see a number of colored tiles. See below for a brief description of each tile's function.



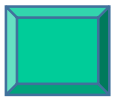
**Announcement:** Click on this tile to read announcements from the Preschool. These will consist of short reminders or emergency announcements.



**Make a Payment:** Lists your outstanding balance. Click on this tile to make a payment by credit card (3.5% service fee applies) or electronic check (\$.35 service fee per transaction). If you wish to pay by paper check, please send to the Preschool office. Balances over \$7000 must be paid by credit card or paper check.



**Statement:** Click on this tile to see details about your balance and to download and print statements customizable by date as needed for your records. Look for the PDF Statement icon in the top right hand corner to do so.



**Attendance:** Click on this tile to see your child's class schedule either by calendar view or assignment view.



**Personal:** Click on this tile to update contact information for parents or children. Click on "add new contacts" to provide information on individuals allowed to pick up your child from school.



**Registration:** Click on this tile to register for morning or afternoon classes and summer camp. Drop-ins for afternoon classes must be scheduled through the Preschool office.



**Calendar:** Click on this tile to see a calendar of events by month. Click on each event to see details.



**Communication:** Click here for the Parent Handbook or downloadable forms required to complete registration as well as other documents that you may find useful.



**Auto-Pay:** Click on this tile to set up automatic payments to a credit card. They will be billed to your credit card on whatever schedule you select.



**Account:** Click on this tile to change your password or security questions.



**Logout:** Click on this tile to logout of the Parent Portal