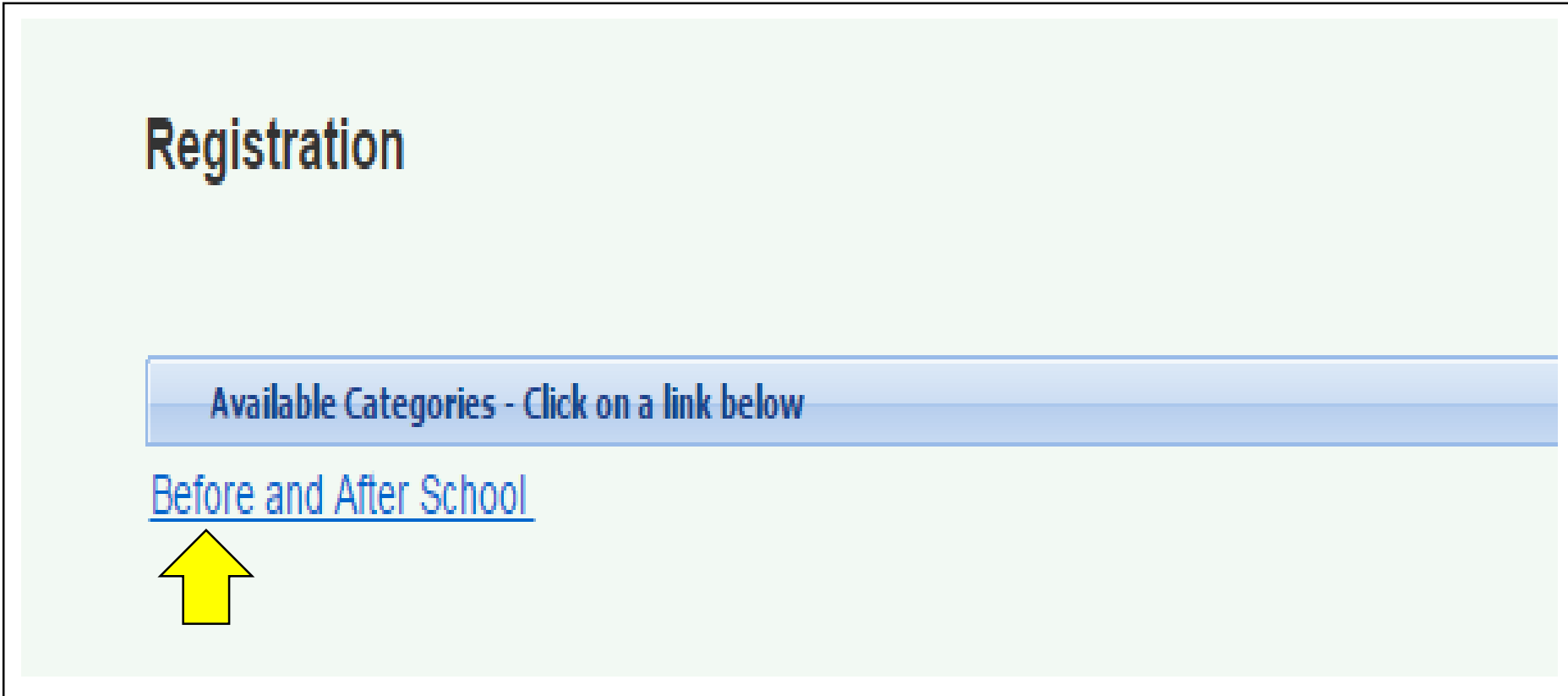


Step 1.

Please begin your registration by clicking Before and After School (pictured below).



**This sample will demonstrate how to register for after-school at Bell Top, 2 days a week, for 2 children.*

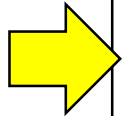
Step 2.

Select the program your first child will be attending

Available Categories - Click on a link below


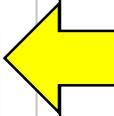
[K-5 Before-School and After-School](#)

[Middle School After School Care](#)



Step 3.

Select the "Enroll" next to the school where your child will attend program.

P.M. After-School 						
	0	Open	Greenbush- Bell Top		\$ 0.00	ENROLL 

Step 4.

Select the days of the week your child will be attending. Schedules must be between 2-5 days.

Registration

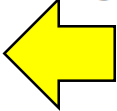
Registration

Program/Registration

*** ALL Fields with an Asterisk are required.**

Program: **P.M. After-School**

Please select the days they will be attending

Monday:	<input checked="" type="checkbox"/>	
Tuesday:	<input checked="" type="checkbox"/>	
Wednesday:	<input type="checkbox"/>	
Thursday:	<input type="checkbox"/>	
Friday:	<input type="checkbox"/>	

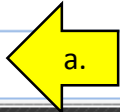
Step 5.

Please complete all required fields of the enrollment form. *If you cannot complete all required fields, please contact the administrative office at 518-477-4125.*

Contact 2

Please enter in all contact's information

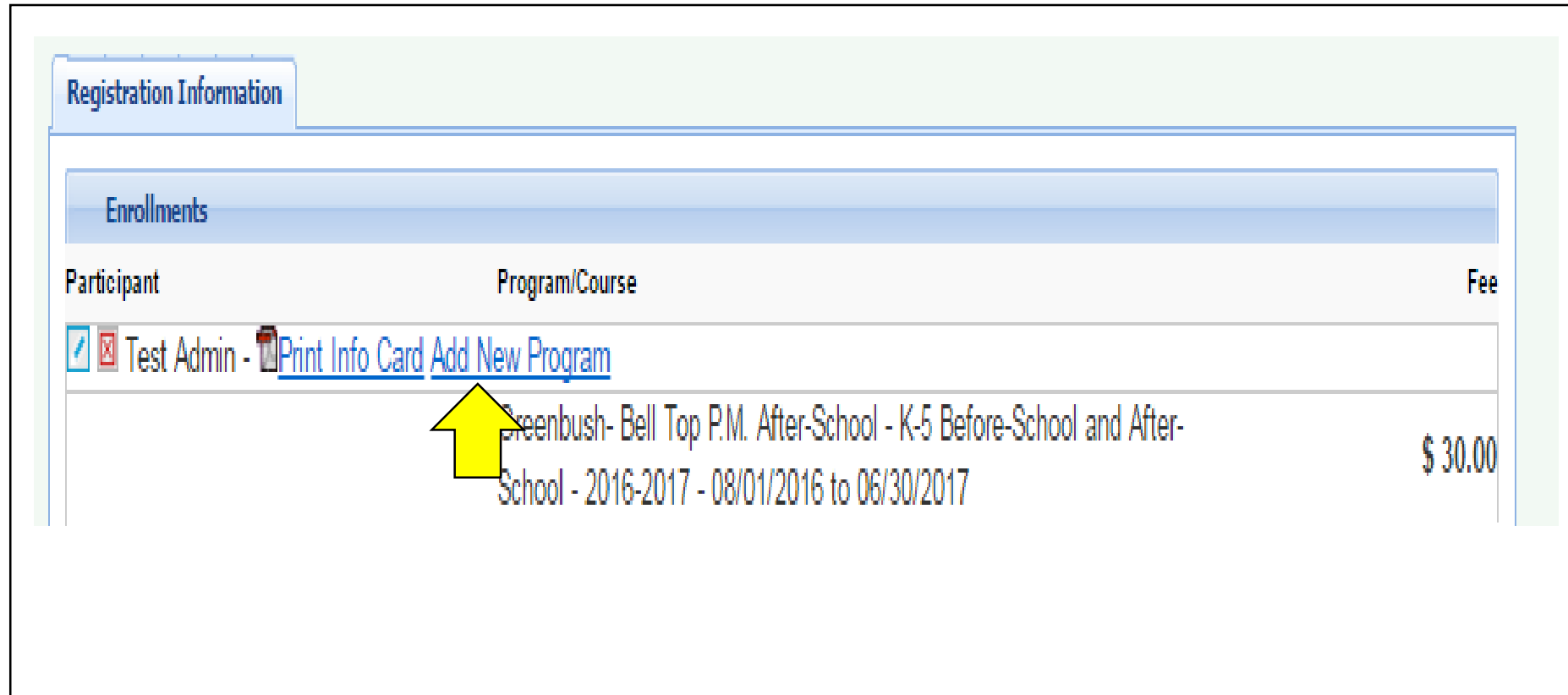
* First Name:	<input type="text" value="Contact1"/>	* Last Name:	<input type="text" value="Test"/>
* Contact's Relationship to Student:	<input type="text" value="Other"/>	Address 2:	<input type="text"/>
* Address:	<input type="text" value="620 Columbia Tpke."/>	* State:	<input type="text" value="NY New York"/>
* City:	<input type="text" value="East Greenbush"/>	* Zip:	<input type="text" value="12061"/>
Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>
* Phone:	<input type="text" value="(518) 477-4125"/>		



- Once you have completed all required/applicable fields, click 'next'.

Step 6.

Click 'Add New Program' next to your child's name under the "Enrollments" section in order to add additional programs. In this example adding a new program would add the before-school program. *Please note: you do not have to complete a new enrollment form when adding a program, you are just selecting the program and days of attendance.*



The screenshot displays a web interface with a 'Registration Information' tab and an 'Enrollments' section. The 'Enrollments' section contains a table with the following data:

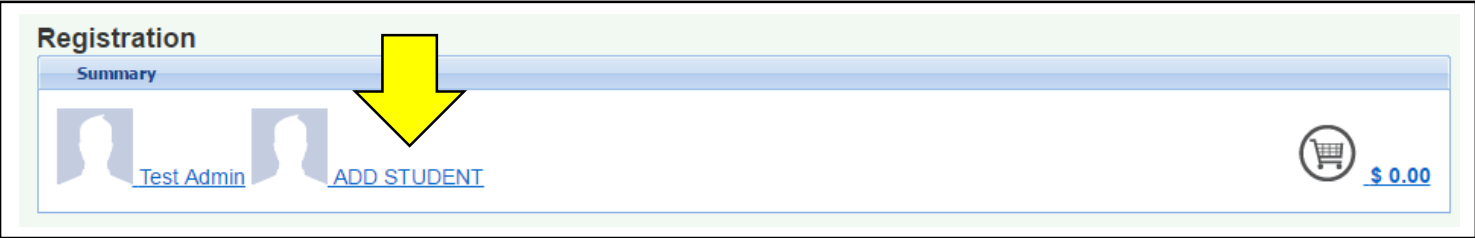
Participant	Program/Course	Fee
Test Admin - Print Info Card Add New Program	Greenbush- Bell Top P.M. After-School - K-5 Before-School and After-School - 2016-2017 - 08/01/2016 to 06/30/2017	\$ 30.00

A yellow arrow points to the 'Add New Program' link in the first row of the table.

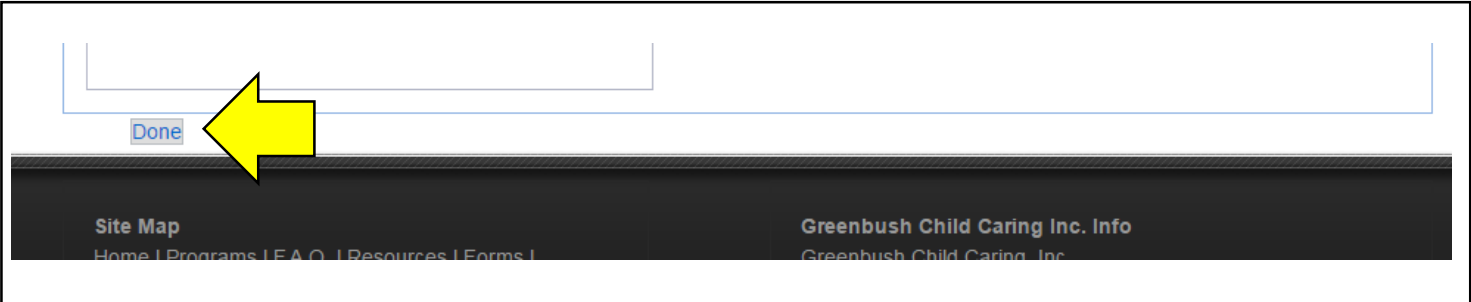
If you have another child to enroll, please continue to Step 8. If you do not, please skip to Step 9.

Step 8.

Select 'Add Student' and follow steps 1-4 for the second child.



Once you have completed the enrollment information for the second child, click 'done'.



Payment and Account Information

Amount Due: \$ 0.00

Enter the Discount/Scholarship Code: [Apply](#)

Payment Type:

- I ACCEPT FINANCIAL RESPONSIBILITY FOR THIS ACCOUNT.
- I ACKNOWLEDGE THAT I /WE HAVE RECEIVED AND READ A COPY OF THE GREENBUSH CHILD CARING, INC. PARENT HANDBOOK AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED THEREIN.
- I GIVE MY CHILD PERMISSION TO CARRY AND APPLY SUNSCREEN AND/OR INSECT REPELLANT.
- I GIVE MY CHILD PERMISSION TO PARTICIPATE IN FIELD TRIPS (TRANSPORATION PROVIDED BY EAST GREENBUSH CENTRAL SCHOOL DISTRICT).

Please Print or Save this page for your records. Thank you.

[Confirm And Enroll](#)

Please enter a user id and password to access your information in the future. Your information will be emailed to you when your registration is approved. Your requested user id may be different if it is already in use.

* Requested User Id:

* Requested Password:

Requested For Parent: Mother Father

Employee ID and Work Location are only required for Employees

Employee ID:

Employee Work Location:

Parent/Guardian Information

Mother/Guardian 1: Admin1 Test

Father/Guardian 2: Admin1 Test

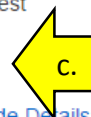
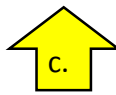
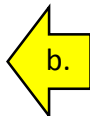
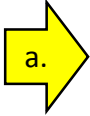
Contacts: [+Add a new contact](#)

Contact Test - [View/Hide Details](#)

Contact1 Test - [View/Hide Details](#)

Contact Test - [View/Hide Details](#)

Contact1 Test - [View/Hide Details](#)



Step 9.

- a. Read and check all required boxes
- b. Select and enter a unique User Id. and Password. ** These credentials will be what you log onto the Parent Portal with.*
- c. Optional: Add additional emergency contacts.
- d. Click 'Confirm and Enroll'.