

How to Register if you have a DayCare Works Account

Current Family Registration for the school year:

Through the Daycare Works parent portal, you can register your children into various programs and events. Go to the [Parent Portal Link](#), and log in to your account.

**PLEASE REMEMBER, REGISTRATION IS NON-REFUNDABLE, DO NOT REGISTER IF YOU HAVE NOT SPOKEN TO THE SITE DIRECTOR FOR YOUR SITE, THEY WILL PROVIDE YOU WITH THE "UNLOCK" CODE NEEDED.*

REGISTRATION DOES NOT GUARANTEE YOU A SPOT IN THE PROGRAM, IF THERE IS NO ROOM YOU MAY BE WAITLISTED.

Step One

First, click on the **Registration** tab on the main toolbar or on the **Registration** file icon.

Step Two

Click on the category of the classroom that your child will be enrolling into. (The current school year or the following school year.) Type your site in the "Search Program" bar to narrow the options.

* Please review your selection and all information prior to submitting your registration form.

Step Three

Click on the "Unlock" button for the site that your child will be attending. The unlock code will be this code will be provided by the site, and must be entered before clicking on the "Submit" button. (*unlock code is obtained from the site director*)

Step Four

Select the child that will be enrolled in the classroom on the "**Select Child**" pop up menu. Answer any necessary questions, and click add to cart.

To checkout and confirm the enrollment, click on the "**Checkout**" button, read all of the billing information, and process through the shopping cart. **The registration is not final without payment.**

To complete the process please contact your site director to discuss your child's schedule and receive the proper code to select the days your child will be attending.

If you are having trouble logging in, please contact our office and we will be happy to assist you.
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