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# School Age Program

## New School Year Registration

### User Guide

Last update October 19, 2016

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## 1. What is The Purpose

For school age childcare programs, each year a new school-year registration process begins where returning families have to re-register their child(ren). This OnCare enhancement makes the process much easier.

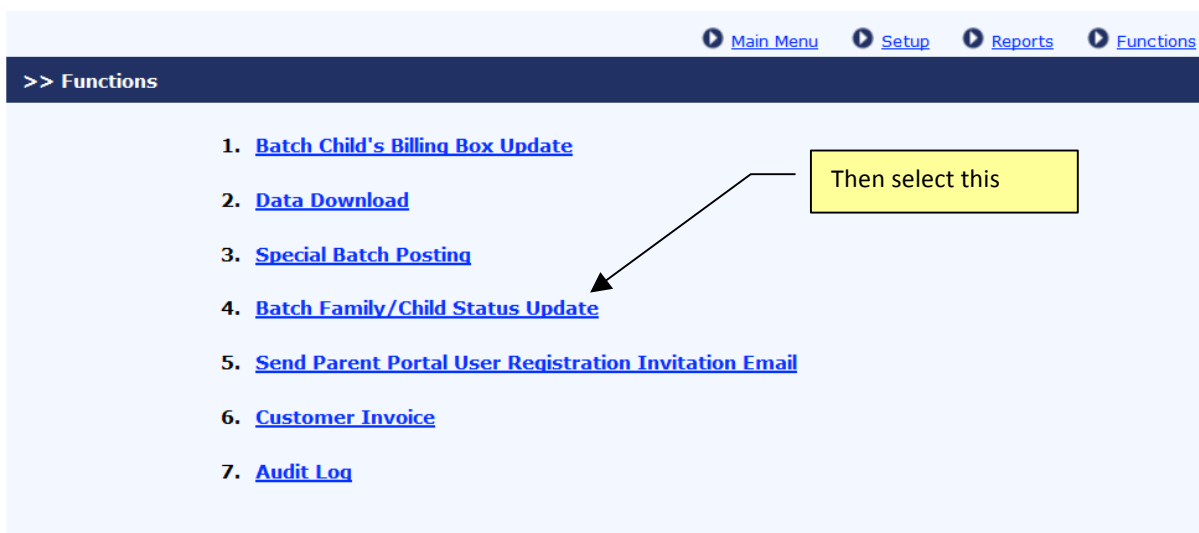
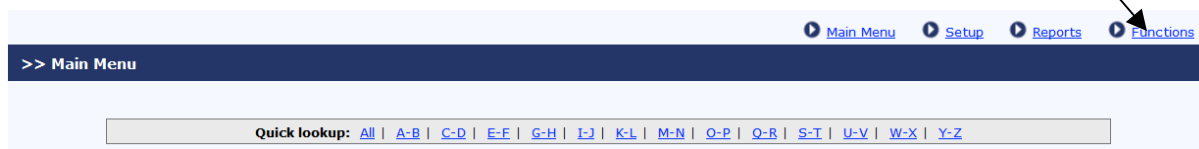
**Note:** This function is **NOT enabled** by default. If this function is applicable to your center, please email [support@oncarecloud.com](mailto:support@oncarecloud.com) so the OnCare support team can enable this function for your center.

## 2. Update Family Status to Inactive

At the end of the current school year, the first step in this process is to deactivate all children in the system for your center.

Select this

**Access path: Family Accounting --> Functions --> 4. Batch Family/Child Status Updates**



This function allows the user to deactivate certain families or all families in a group. As indicated in the note above, to do this in conjunction with a new school year registration, email support@oncare3.com to enable this new school year registration function before you proceed.

Once the new school year registration function is enabled, select all families to deactivate and then click the "Submit" button at the bottom of the page.

>> Batch Family/Child Status Update

**Note:** If you are performing this function in conjunction with new school year registration, the system will take you next to email these families to invite all returning families to re-register via the Parent Portal for the new school year. Please contact support@oncare3.com if you need help with setting up your center with new school year registration.

Select the families you would like to update the family status to "Inactive" and click "Submit" at the bottom on the page.

No.	Sel. <input checked="" type="checkbox"/>	Family Acct Key	Child Name	Parent Name	Relationship Type	Email	Family Status
1	<input checked="" type="checkbox"/>	ANDERSON	Roy	Erick Anderson	Parent #1	swamivenkat@beyonduniversesolutions.com	Active
2	<input checked="" type="checkbox"/>	ANDERSON	Roy	Carolina Anderson	Parent #2	parent2email2@oncare3.com	Active
3	<input checked="" type="checkbox"/>	BARNES	Gianna	Richardson Barnes	Parent #1	swami.venkat@busoftwareolutions.com	Active
4	<input checked="" type="checkbox"/>	BARNES	Gianna	Steve Barnes	Parent #2	parent2email4@oncare3.com	Active
5	<input checked="" type="checkbox"/>	BLOOM	Piper,Silas	Aaron Bloom	Parent #1	alanbloom@oncareservices.com	Active
6	<input checked="" type="checkbox"/>	BLOOM	Piper,Silas	Ben Bloom	Parent #2	parent2email8@oncare3.com	Active
7	<input checked="" type="checkbox"/>	BRIGGS	Iris	Richard Briggs	Parent #1	simon.test1@oncare3.com	Active
8	<input checked="" type="checkbox"/>	BRIGGS	Iris	Jenny Briggs	Parent #2	parent2email10@oncare3.com	Active

Confirm your action below:

>> Batch Family/Child Status Update

**Note:** If you are performing this function in conjunction with new school year registration, the system will take you next to email these families to invite all returning families to re-register via the Parent Portal for the new school year. Please contact support@oncare3.com if you need help with setting up your center with new school year registration.

Select the families you would like to update the family status to "Inactive" and click "Submit" at the bottom on the page.

Confirmation

Are you sure you want to change the statuses of all the selected families to "Inactive"?

No.	Sel. <input type="checkbox"/>	Family Acct Key	Child Name	Parent Name	Relationship Type	Email	Family Status
1	<input type="checkbox"/>	ANDERSON	Roy	Erick Anderson	Parent #1	swamivenkat@beyonduniversesolutions.com	Active

### 3. Invite Returning Families to Re-register

In the New School Year Registration function, access the Compose Message and Send function.

Use the proposed email or edit the email before sending it to all the families deactivated inviting them to re-register.

After the re-registration process, the system will be populated by the active families for the new school year.

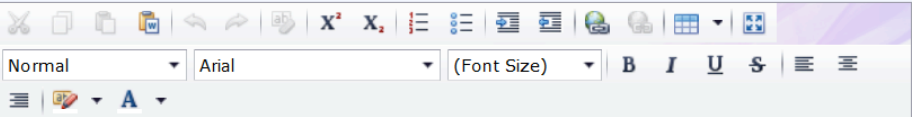
>> Compose Message and Send

[Back](#)

**From** 101 - OnCare Evaluation Center 1

**Subject** New School Year Registration

**Message**



Dear \$PARENTNAMES\$

Thank you for attending our program this past school year. If your child is returning for the next school year, please login to the Parent Portal and complete the registration.

Note: Per licensing requirements, all families including returning families must complete the registration for each new school year.

If you have any questions, please feel free email at \$DIRECTOREMAIL\$.

To login to the OnCare Parent Portal, [click here](#).

Regards

Director  
\$CENTERNAMES\$


### 4. Parents Re-registration

For returning parents wishing to re-register their child(ren), they will click on the link in the email to login to the Parent Portal.

Dear Parents

Welcome to our online Parent Portal. The portal allows all our parents to access their accounts online securely. After you login, you can perform a number of functions like updating the family and child information, view and print your account statements, etc...

Note: Our Parent Portal is powered by [OnCare](#), our center management solution provider.




**Registered User Login**  
  
User Email:   
  
Password :   
  

Parent login

[Sign In](#)

[Forgot Password?](#)

Question? Contact us at [parentsupport@oncareservices.com](mailto:parentsupport@oncareservices.com)

Secure 

After the user changed all the families to inactive, when families login to the Parent Portal, they will be asked if they would like to register their child(ren).

>> Home

Are you registering your child for a new school year?

Yes

No

When the parents indicate "yes," they will be taken to the page below to select which child they would like to re-register.

>> Home

Please select the child(ren) you would like to register for the new school year and then click "Submit".

No.	Sel.	First Name	Last Name	Age
1	<input checked="" type="checkbox"/>	Emma	Hos	5.3 Years

**Submit**

>> Home

You have successfully marked the child(ren) to register for new school year. Next, you must Add/Edit the family and child record to complete the registration process for the new school year.

No.	First Name	Last Name	Age
1	Emma	Hos	5.3 Years

**Next**

After the parents select the child to re-register, they will be brought to the Parent Portal home page where they can update their family and child information.

>> Home

**Tuition Payment**  
Save time, never have to worry about paying late fees again.  
[Manage TAP Settings](#)

**Family Record**  
[Add/Edit Family Record Details](#)

**Reports**  
[Family Account Statement](#)  
[Family Info Sheet](#)

**Child Record**  
[Add/Edit Child Record Details](#)

Click here to review and update family record

Then click here to review and update child record