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# Program Enrollment Setup

(Part 1 of 2)

## User Guide

Last update March 15, 2019

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# 1. What is The Purpose

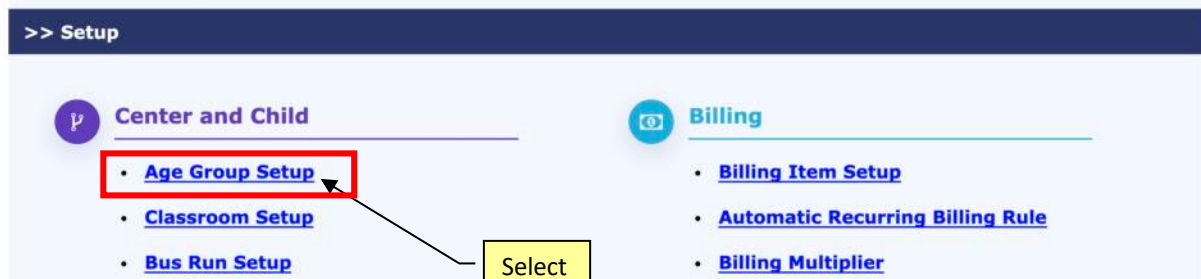
Program Enrollment allows OnCare users to better manage their enrollment, child schedule and billing for their centers. This user guide shows the steps in setting up Program Enrollment for your center typically with the help from the OnCare implementation team.

For steps on how to setup each child for recurring billing using Program Enrollment, please refer to the separate ***“Program Enrollment Recurring Billing user guide.”***

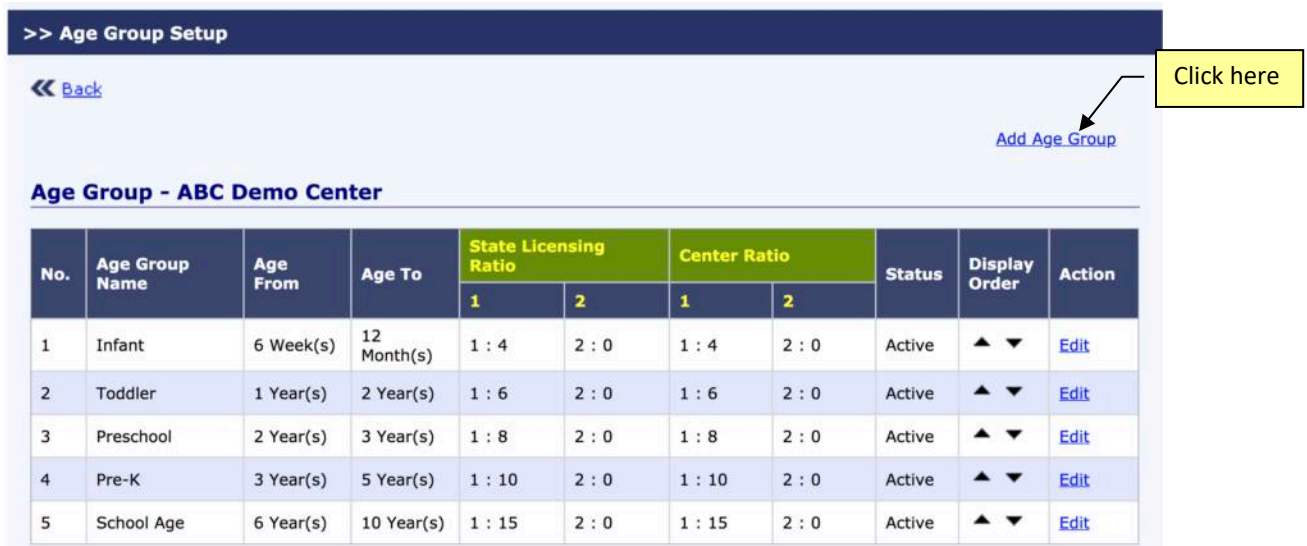
## 2. Age Group Setup

Before you can set up the programs for your center, you must first setup the age group under Family Accounting.

Access path: Family Accounting --> Setup --> Age Group Setup

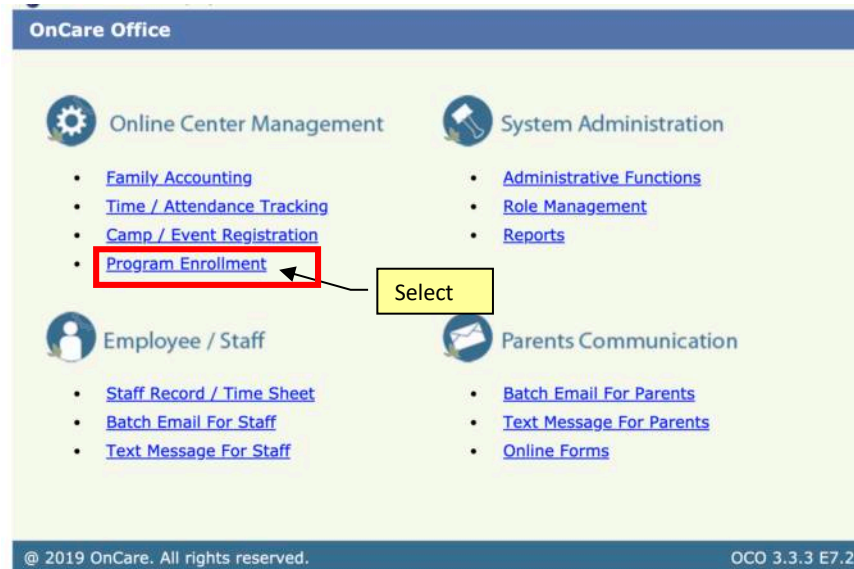


Click “Add Age Group” to add new age group



### 3. Program Enrollment Setup

To start Program Enrollment setup, select **Program Enrollment** → **Program Setup**



### 4. School Year and Program Type Setup

The first step is to setup a School Year. Click on “Add New School Year” and enter the appropriate school year information for your center.



> > Add New School Year

[Back](#)

School Year Description: 2018 - 2019

Current School Year: ☒ Yes ☐ No

School Year Start Date: 08/20/2018

School Year End Date: 06/21/2019

Save

Enter the related School Year info for your center and "Save"

You can also customize **Program Type** for your center.

Following are the system default program types. You can customize the Program Type Name, Category, Start and End Time and Status. For any program type that is not applicable, it can be made inactive.

>> Program Types Setup

[Back](#) [Add New Program Type](#)

View: Active

No.	Program Type	Category	Start Time 1	End Time 1	Start Time 2	End Time 2	Status	Display Order
1	<a href="#">Full Time</a>	Regular Program	08:00 AM	05:00 PM			Active	▲ ▼
2	<a href="#">Part Time</a>	Regular Program	08:00 AM	05:00 PM			Active	▲ ▼
3	<a href="#">AM Only</a>	Regular Program	09:00 AM	12:00 PM			Active	▲ ▼
4	<a href="#">PM Only</a>	Regular Program	01:00 PM	04:00 PM			Active	▲ ▼
5	<a href="#">AM &amp; PM</a>	Regular Program	07:30 AM	09:00 AM	03:30 PM	06:00 PM	Active	▲ ▼
6	<a href="#">Drop-In</a>	DropIn Program					Active	▲ ▼

To view and edit Program Type, click on the Program Types Setup link below:

[Main Menu](#) [Program Setup](#)

>> Program Setup by School Year

[Back](#) [Program Types Setup](#) [Add New School Year](#)

School Year	Date		Policies	Programs & Fees	Other Fees & Discounts	Parent Portal	Action
	Start	End					
2018 - 2019 (Current)	08/20/2018	06/21/2019	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">View All Programs</a>

Next, the user guide goes over the following **4 key areas of setup** related to Program Enrollment:

- **Programs & Fees**
- **Other fees & Discounts**
- **Policies**
- **Parent Portal Online Registration Flow**

## 5. Programs & Fee Setup

You need to setup all the programs and fees for each age group by selecting “Add New Program.”

The screenshot shows the 'Program Setup' page. At the top right, there is a yellow box labeled 'Select' with an arrow pointing to the 'Add New Program' link. Below the header, there is a yellow box labeled 'Age group is displayed here' with an arrow pointing to the 'School Age' tab, which is highlighted with a red box. The page shows a table with columns for No., Program Name, Program Type, Days (M, Tu, W, Th, F, Any), Time, Monthly Fee, Weekly Fee, Per Day Fee, Per Hour Fee, and Program Status. The table is currently empty, displaying 'No records were found.'

For each selected age group, enter the required information for each program.

The screenshot shows the 'Add Program Setup' page. It includes a 'Back' link and the school year '2018 - 2019 (08/20/2018 - 06/21/2019)'. The form fields are as follows:

- Select Age Group:** Infant (dropdown)
- Program Type:** Full Day (dropdown)
- Schedule Type:** Fixed (radio button selected), Any Days (radio button)
- Select Days:** Mon, Tue, Wed, Thu, Fri (all checked)
- Program Name:** Infant -Full Day-5 Days (text field, highlighted with a red box)
- Accept Enrollment:** Yes (radio button selected), No (radio button)
- Select Time:** Same Time for All the Days (radio button selected), Different Time for the Days (radio button)
- Start Time 1:** 6:00 AM (dropdown), **End Time 1:** 6:00 PM (dropdown)
- Start Time 2:** (dropdown), **End Time 2:** (dropdown)
- GLAC:** (dropdown)
- Monthly Fees:** 4000; Tuition Revenue (dropdown)
- Weekly Fees:** 4000; Tuition Revenue (dropdown)
- Per Day Fees:** (dropdown)
- Description and Fees Table:**

Description	Fees
Infant -Full Day-5 Days-Monthly	\$1,200.00
Infant -Full Day-5 Days-Weekly	\$325.00
Infant -Full Day-5 Days-Per Day	\$0.00

A yellow box with an arrow points to the 'Program Name' field, stating: 'Program name and billing item description is automatically generated based on user's input. User can accept or edit as needed.'

At the bottom, there is a 'Save' button and a note: 'Notes: Per Day Rate is used to calculate the monthly pro-rated billing for the parents who enroll/leave during the middle of a billing period.'

## Tuition Charge Billing Item Setup

The system automatically creates a Tuition Charge Billing Item for the Fee related to each program setup.

Program Fees			
	GLAC	Description	Fees
Monthly Fees	4000; Tuition Revenue	Infant -Full Day-5 Days-Monthly	\$1,200.00
Weekly Fees	4000; Tuition Revenue	Infant -Full Day-5 Days-Weekly	\$325.00

You can view all the billing items created in the program setup process by following path:  
[Family Accounting](#) --> [Setup](#) --> [Billing Item Setup](#)

Navigation: [Main Menu](#) [Setup](#) [Reports](#) [Functions](#)

>> Setup

**Center and Child**

- [Age Group Setup](#)
- [Classroom Setup](#)
- [Bus Run Setup](#)

**Billing**

- [Billing Item Setup](#)
- [Automatic Recurring Billing Rule](#)
- [Billing Multiplier](#)

Select

Navigation: [Main Menu](#) [Setup](#) [Reports](#) [Functions](#)

>> Billing Item Setup

[Back](#) [Edit All](#) [Add New](#)

Setup billing items (tuition charges, other charges, credits and payment) for your center below: **View** Active

No.	Transaction Type	Description	Standard Amount	G/L Account No	G/L Description	Status	Action
1	Tuition Charge	Infant -Full Day-5 Days-Monthly	\$ 1,200.00	4000	Tuition Revenue	Active	<a href="#">Edit</a>
2	Tuition Charge	Infant -Full Day-5 Days-Weekly	\$ 325.00	4000	Tuition Revenue	Active	<a href="#">Edit</a>
3	Tuition Charge	Toddler-Full Day-5 Days-Monthly	\$ 1,200.00	4000	Tuition Revenue	Active	<a href="#">Edit</a>
4	Tuition Charge	Toddler-Full Day-5 Days-Weekly	\$ 310.00	4000	Tuition Revenue	Active	<a href="#">Edit</a>

**Note:** To change any Tuition Charge billing item description and standard tuition amount generated by the Program Setup, you SHOULD NOT use the "Edit" link but go back to Program Enrollment → Program Setup → Program & Fees → Setup

## 6. Other Fees and Discount Setup

The next area is setup for **Other fees** in Program Enrollment, primarily registration fee.

School Year	Date		Policies	Programs & Fees	Other Fees & Discounts	Parent Portal	Action
	Start	End					
<a href="#">2018 - 2019</a> (Current)	08/20/2018	06/21/2019	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">View All Programs</a>

Select

>> Other Fees and Discount Setup

[Back](#)

**School Year 2018 - 2019 (08/20/2018 - 06/21/2019)**

**Registration Fees Setup** (One Time Registration Fee When Enrolling for a Program)

Registration Fee Applicable ☒ Yes ☐ No

GI Account No 5000; Revenue From Other Cha

Billing Description Registration Fee

Registration Amount \$100.00

Payable at the time of Application ☒ Yes ☐ No

[Save](#)

If a registration fee is setup for the center, the registration fee will be automatically posted to the family account ledger when the family registers for a program.

Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action
Sponsor	09/06/2018		Registration Fee			Savannah	\$ 100.00		\$ 100.00	<a href="#">Void</a>
								Today's Bal.	\$ 100.00	

**Note:** OnCare has yet to implement automatic discount handling during the program enrollment flow. The setup of automatic Discount is planned for the future.

## 7. Policies Setup

>> Program Setup by School Year

[Back](#)

[Add New School Year](#)

School Year	Date		Policies	Programs & Fees	Other Fees & Discounts	Parent Portal	Action
	Start	End					
<a href="#">2018 - 2019</a> (Current)	08/20/2018	06/21/2019	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">View All Programs</a>

Select



Click on the “Setup” under Policies to setup the policies text related to your program. The policies will be displayed to parents when you choose to offer parents to register for programs online.

The screenshot shows the 'Policies Setup' interface. It includes a 'School Year' dropdown set to '2018 - 2019', a rich text editor for 'Policies Text', and an 'Acknowledgement Text' field. Callouts highlight the following features:

- Policies entered here will be displayed to parents in the online registration flow.** (Points to the Policies Text editor)
- Policies can be exported as PDF** (Points to the 'Export As: PDF' button)
- Policies can be previewed** (Points to the 'Preview' button)

The 'Policies Text' area contains the following text:

**EARLY DISMISSAL:** Your child's school calendar includes approximate and parent conferences. When the early dismissal falls within your school day, it will be at no additional charge (does not apply to the Custom schedule or Drop-Ins).

**ANNUAL REGISTRATION:** A non-refundable registration fee of \$100 (Drop-In \$75) is due prior to admission.

**TUITION PAYMENT & TERMS:** Payments are due in advance and are processed on the 3rd of each month via Tuition Auto Pay (TAP). You are required to enroll in TAP via the Parent Portal using your bank account or credit card. Returned payments (insufficient funds or credit card denials) are subject to a \$25 returned payment bank fee and a \$25 late fee. Enrollment will be terminated if full payment is not received by the 10th of the month. When more than one person is responsible for tuition, each person is responsible for all amounts due. There are no credits, refunds, trading, or making up days for absences.

**SIBLING DISCOUNTS:**  
Each child must be enrolled at least 10 hours per week to qualify for the monthly tuition discount.  
Registration Discount: 2nd Child: \$50 3rd Child: \$100  
Monthly Discount: 2nd Child: \$50 3rd Child: \$100

**Acknowledgement Text:** I acknowledge that have read and understand the policies above.

Buttons at the bottom: **Save** and **Preview**.

## 8. Parent Online Registration Flow Setup

The last setup area is the **method program registration flow** for parents. Click on “Setup” under Parent Portal, you will be able to manage 3 configurations:

The table displays configuration options for the current school year. A red box highlights the 'Setup' link in the 'Parent Portal' column, with a callout saying 'Select'.

School Year	Date		Policies	Programs & Fees	Other Fees & Discounts	Parent Portal	Action
	Start	End					
<a href="#">2018 - 2019</a> (Current)	08/20/2018	06/21/2019	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">Setup</a>	<a href="#">View All Programs</a>



- 1) **Config #1:** Whether you would like to enable the “Programs” tab in the OnCare Parent Portal for existing parents to submit program change requests.
- 2) **Config #2:** Select if you would like the Location Director to receive a copy of registration email sent to parents.
- 3) **Config #3:** Copy and use the online program registration URL for prospective parents. For example, you can publish this URL on your center website.

## 9. Manage Program Enrollment

Once the programs are setup for your center, there are 3 ways you can manage your enrollment as shown below:



**Note:** This user guide covers method 2 and 3. For method 1, please refer to the separate **Program Enrollment Recurring Billing** user guide.

## 10. Online Registration for Prospective Families

The second method of managing your program enrollment is to ***publish the “New Parents Program Registration URL” on your website.***

>> Parent Portal Setup

<< Back

Display Programs in Parent Portal? ☒ Yes ☐ No Save

New Parents Program Registration URL

<https://www.oncareoffice.com/ParentPortal/PP/ProgramEnrollment/EnrollmentProgram.aspx?ID=9AE9F5B8-DC1F-428A-> Copy URL

The landing page of the New Program Registration for prospective families looks like below:

ABC Demo Center

ABC Demo Center - 2018 - 2019

Programs Offered

REGISTER NOW

Infant ( 6 Weeks - 12 Months )

No.	Program	Time	Days Offered	Fee
1	Infant -Full Day-5 Days	08:00 AM - 06:00 PM	M,Tu,W,Th,F <a href="#">More Info</a>	\$1,200.00 (M) \$325.00 (W)

Toddler ( 1 Year - 2 Years )

No.	Program	Time	Days Offered	Fee
1	Toddler-Full Day-5 Days	08:00 AM - 06:00 PM	M,Tu,W,Th,F <a href="#">More Info</a>	\$1,200.00 (M) \$310.00 (W)
2	Toddler-Full Day-M,W,F	08:00 AM - 06:00 PM	M,W,F <a href="#">More Info</a>	\$720.00 (M) \$180.00 (W)
3	Toddler-Full Day-Tu,Th	08:00 AM - 06:00 PM	Tu,Th <a href="#">More Info</a>	\$500.00 (M) \$130.00 (W)

When the parents select “Register Now,” they will be brought the page below:

ABC Demo Center

New Parents

If you are a new parent and want to continue your registration, please click on 'Start New Registration' button below.

START NEW REGISTRATION

Enrolled Parents

If you are an enrolled parent in the center and have an OnCare parent portal account, please Sign In below.


Email


Password

SIGN IN

Forgot Password? >

For new families who start a new registration, they will enter the basic registration information below:

 Demo Child Care Center

 Home

## New Registration

Select Days

\* Days you are looking for care ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri

Child Information

\* First Name  
Jimmy

Middle Name

\* Last Name  
Short

\* Date of Birth  
05/02/2011

\* Gender  
☒ Boy ☐ Girl

\* Desired Start Date  
09/03/2018

Child's Age at time of Enrollment  
7.4 Years (School Age : 6 Years - 10 Years)

Select Agegroup

☐ Infant : 6 Weeks - 12 Months

☐ Toddler : 1 Year - 2 Years

☐ Preschool : 2 Years - 3 Years

☐ Pre-K : 3 Years - 5 Years

☒ School Age : 6 Years - 10 Years

Primary Contact

\* First Name  
Kelvin

Middle Name

\* Last Name  
Short

\* Mobile Phone  
(480)-566-6562

\* Email  
kevindad@oncareservices.com

\* Confirm Email  
kevindad@oncareservices.com

< BACK

NEXT >

After that, they get to select their preferred program:

**Demo Child Care Center** Home

**Recommended Programs to Register**

Child Name: **Jimmy Short** Start Date: **09/03/2018** Age Group: **7.4 Years School Age : 6 Years - 10 Years**

**Recommended Programs**

Program	Mon	Tue	Wed	Thu	Fri	Time	Monthly Fee	Action
School Age-After School Care-5 Days	✓	✓	✓	✓	✓	03:00 PM - 06:00 PM	\$ 200.00	REGISTER
School Age-Before School Care - 5 Days	✓	✓	✓	✓	✓	07:45 AM - 08:45 AM	\$ 250.00	REGISTER
School Age-Before & After School Care - 5 Days	✓	✓	✓	✓	✓	07:45 AM - 08:45 AM 03:00 PM - 06:00 PM	\$ 400.00	REGISTER

**Select**

Your program registration request will be reviewed by the director. All applicable discounts and registration fees will be applied to your account upon confirmation of your registration request.

**Tuition Policies:**

**EARLY DISMISSAL:** Your child's school calendar includes approximately 30 days of early dismissals, including minimum days and parent conferences. When the early dismissal falls within your schedule, you can attend Club Happy Hall at no additional charge (does not apply to the Custom schedule or Drop-ins).

**ANNUAL REGISTRATION:** A non-refundable registration fee of \$100 (Drop-In \$75) is due prior to admission.

**TUITION PAYMENT & TERMS:** Payments are due in advance and are processed on the 3rd of each month via Tuition Auto Pay (TAP). You are required to enroll in TAP via the Parent Portal using your bank account or credit card. Returned payments (insufficient funds or credit card denials) are subject to a \$25 returned payment bank fee and a \$25 late fee. Enrollment will be terminated if full payment is not received by the 10th of the month. When more than one person is responsible for tuition, each person is responsible for all amounts due. There are no credits, refunds, trading, or making up days for absences.

**Left Sidebar:**

**SCHEDULE**

Fee Type: **Monthly**

Select Agegroup:

- ☐ Infant : 6 Weeks - 12 Months
- ☐ Toddler : 1 Year - 2 Years
- ☐ Preschool : 2 Years - 3 Years
- ☐ Pre-K : 3 Years - 5 Years
- ☒ School Age : 6 Years - 10 Years

Preferred Schedule:

- ☒ Mon ☒ Tue
- ☒ Wed ☒ Thu
- ☒ Fri

**FIND PROGRAMS**

**SHOW ALL PROGRAMS**

Next, they will be presented with the confirmation page as shown below:

**Confirmation**

**Primary Contact**

First Name: **Kelvin** Middle Name:

Last Name: **Short** Mobile Phone: **(480) 566-6562**

Email: **kevindad@oncareservices.com**

**Child Details**

First Name: **Jimmy** Middle Name:

Last Name: **Short** Date Of Birth: **05/02/2011**

Gender: **Boy** Age Group: **7.4 Years School Age : 6 Years - 10 Years**

Selected Program

Program Name

**School Age-Before & After School Care - 5 Days**

Monthly Fee

**\$400.00**

Desired Start Date

**09/03/2018**

End Date

**06/21/2019**

Days	From	To
Mon	07:45 AM	08:45 AM
Mon	03:00 PM	06:00 PM
Tue	07:45 AM	08:45 AM
Tue	03:00 PM	06:00 PM
Wed	07:45 AM	08:45 AM
Wed	03:00 PM	06:00 PM
Thu	07:45 AM	08:45 AM
Thu	03:00 PM	06:00 PM
Fri	07:45 AM	08:45 AM
Fri	03:00 PM	06:00 PM

Notes to Director

Notes

Jimmy is very excited

**Tuition Policies:**

**EARLY DISMISSAL:** Your child's school calendar includes approximately 30 days of early dismissals, including minimum days and parent conferences. When the early dismissal falls within your schedule, you can attend Club Happy Hall at no additional charge (does not apply to the Custom schedule or Drop-Ins).

**ANNUAL REGISTRATION:** A non-refundable registration fee of \$100 (Drop-In \$75) is due prior to admission.

**TUITION PAYMENT & TERMS:** Payments are due in advance and are processed on the 3rd of each month via Tuition Auto Pay (TAP). You are required to enroll in TAP via the Parent Portal using your bank account or credit card. Returned payments (insufficient funds or credit card denials) are subject to a \$25 returned payment bank fee and a \$25 late fee. Enrollment will be terminated if full payment is not received by the 10th of the month. When more than one person is responsible for tuition, each person is responsible for all amounts due.

**SIBLING DISCOUNTS:**  
Each child must be enrolled at least 10 hours.  
Registration Discount: 2nd Child: \$50 3rd Child: \$50  
Monthly Discount: 2nd Child: \$50 3rd Child: \$50

**LATE PICKUP:** Our center closes at 6:00 PM. Please call if you are going to be late. A five-minute grace period is allowed. After 6:05 PM \$1 per minute will be charged. Please submit a Notice of Change Form. For schedules ending at 3:00 PM a rate of \$13 per hour (or any fraction of an hour) is assessed for late pickup. Frequent lateness may result in dismissal.

☐ I acknowledge that have read and understand the policies above.

< BACK SUBMIT >

☐ I acknowledge that have read and understand the policies above.

⚠ You must check the box to indicate that you agree before you can proceed.

< BACK SUBMIT >

Demo Child Care Center Home

Confirmation

Thank You for submitting your registration for 'School Age-Before & After School Care - 5 Days' for '7.4 Years School Age : 6 Years - 10 Years'.

You will receive an email with further instructions, once the director reviews your registration.

OK

Once parents have submitted their registration online, they will get a system generated “Program Registration Summary” email with a PDF attachment as shown below:

Program Registration Summary

Me

11:18 AM

SENT

Forwarded message From : Demo Child Care Center <emaildelivery@oncareoffice.com> To : "Kelvin" <kevindad@oncareservices.com> Date : Thu, 30 Aug 2018 10:53:19 -0700 Subject : Program Registration Summary

EM

Demo Child Care Center via amazonses.c...

10:53 AM

INBOX

Kelvin

Display now External Images are not displayed

Demo Child Care Center

Program Registration Summary

08/30/2018

Dear Kelvin,

Your program registration request has been received. Please find the summary of your program registration, attached to this email.

After the Director has reviewed your submitted information, you will receive an email with further instructions.

If you have any questions regarding School Age-Before & After School Care - 5 Days, please email [simondirector@oncareservices.com](mailto:simondirector@oncareservices.com) or call (408) 888-6541.

Thank you,

Demo Child Care Center

1 Attachment Download as Zip

2647.pdf

72.9 KB

Demo Child Care Center

408886541

simondirector@oncareservices.com

12345 King Street

San Jose , CA

95123

Program Registration

Parent Name	Registration Number	Submission Date
Kelvin Short	2647	08/30/2018
Child Name	Age	Agegroup
Jimmy Short	7.4 Years	School Age : 6 Years - 10 Years
Program	Desired Start Date	Days Selected
School Age-Before & After School Care - 5 Days	09/03/2018	M,Tu,W,Th,F
Fee	Program Timings	
\$400.00 (Monthly)	07:45 AM - 08:45 AM	03:00 PM - 06:00 PM

All submitted online registration requests will be shown on the Program Enrollment Management page under the “New Registrations” tab:

>> Program Enrollment Management

School Year 2018 - 2019 (08/20/2018 - 06/21/2019)

Select Program: All  
Status: New  
Submit

**New Registrations** Change Program Requests

No.	Parent Name	Child Name	DOB	Age Group	Program Selected	Date Submitted	Status	Notes / Comments	Action
1	Kelvin Short	Jimmy Short	05/02/2011	School Age	School Age-Before & After School Care - 5 Days	08/30/2018	New		<a href="#">Process</a>

Director should review and process the online registration.

All enrolled family/child info along with billing will be automatically added to Family Accounting.

>> Family View

Quick lookup: All | A-B | C-D | E-F | G-H | I-J | K-L | M-N | O-P | Q-R | S-T | U-V | W-X | Y-Z

Family: Add New Search Select

Family: Active

No.	Family Acct Key	Parent#1	Parent#2	Child(ren)	Status
1	SCHMID	Sarah Anchors	Justin Schmid	Jacey	Active
2	SEALS	Nauni Seals	John Seals	Jocelyn	Active
3	SHAMBLEY	Quenedolise Ekoo	Quentin Shambley	Owen	Active
4	SHORT	Kelvin Short		Jimmy	Active
5	SISNEROS	Kristin Sisneros	Keith Sisneros	Mia	Active
6	SMANIA	Irena Milanovic	David Smania	Richard	Active
7	STEIN	Jennifer Stein	Luke Stein	Jonathan	Active

This family and child are automatically added to Family Accounting after the Director enrolled the child from Program Enrollment



**Child Program & Schedule**

**Child Program**

Program Name	Days Offered
School Age-Before & After School Care - 5 Days	M,Tu,W,Th,F

**Child Schedule**

Day	Time In	Time Out	Total Hrs	Classroom
Mon	07:45 am	08:45 am	1.00	Not Assigned
	03:00 pm	06:00 pm	3.00	Not Assigned
Tue	07:45 am	08:45 am	1.00	Not Assigned
	03:00 pm	06:00 pm	3.00	Not Assigned
Wed	07:45 am	08:45 am	1.00	Not Assigned
	03:00 pm	06:00 pm	3.00	Not Assigned
Thu	07:45 am	08:45 am	1.00	Not Assigned
	03:00 pm	06:00 pm	3.00	Not Assigned
Fri	07:45 am	08:45 am	1.00	Not Assigned
	03:00 pm	06:00 pm	3.00	Not Assigned
<b>Grand Total</b>			<b>20.00</b>	

**Automatic Recurring Billing** [Add New Billing](#)

With Program Based Billing, the tuition associated with the above program is automatically assigned.

**Program Billing** [Change Billing Cycle](#)

Billing Cycle: Monthly

Ledger Type	Transaction Type	Billing Frequency	Billing / Credit Description	Amount / Credit %	Comments	Date		Status	Action
						Start	End		
Sponsor	Tuition Charge	Monthly	School Age-Before & After School Care - 5 Days	400.00		09/03/2018	06/21/2019	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add % Discount</a>

Child program, schedule and automatic billing are all automatically generated and saved under the child record.

Once an online registration is processed and enrolled, a registration confirmation email will be sent to the parents.

**Registration Confirmation**

Demo Child Care Center via amazonses.c...  
 11:15 AM • INBOX  
 Kelvin

[Display now](#) External Images are not displayed

**Demo Child Care Center** 08/30/2018

**Registration Confirmation**

Dear Kelvin,

We have processed your initial registration. In this email, you will find a link to create a Parent Portal account. In order for registration to be complete, Please fill the Parent and Child Information in the parent portal. You can setup Bank Transfer (ACH) and Credit Card payment in the Parent Portal to make payments online.

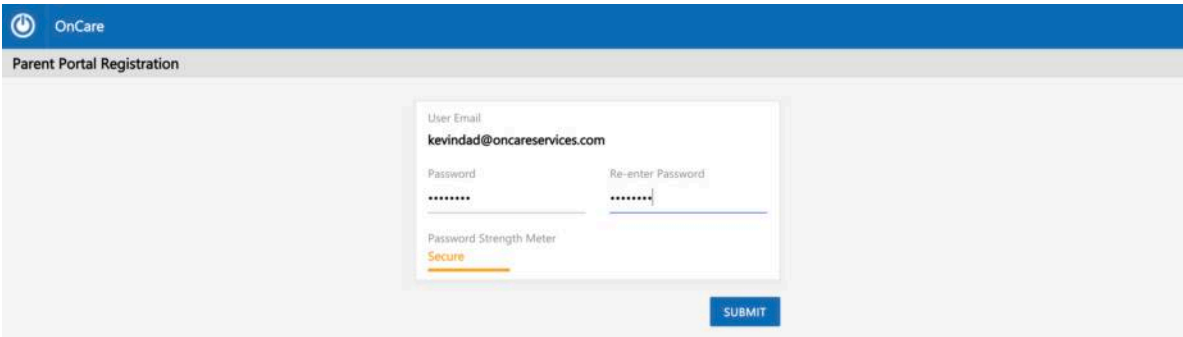
Click here to register online: <https://www.oncareoffice.com/ParentPortal/ParentRegistration.aspx?IKEY=af3a51ec-deff-4724-9de8-43db78f54dbb>

If you have any questions regarding , please email [simondirector@oncareservices.com](mailto:simondirector@oncareservices.com) or call or call (408) 888-6541.

Thank you,  
 Simon  
 Demo Child Care Center

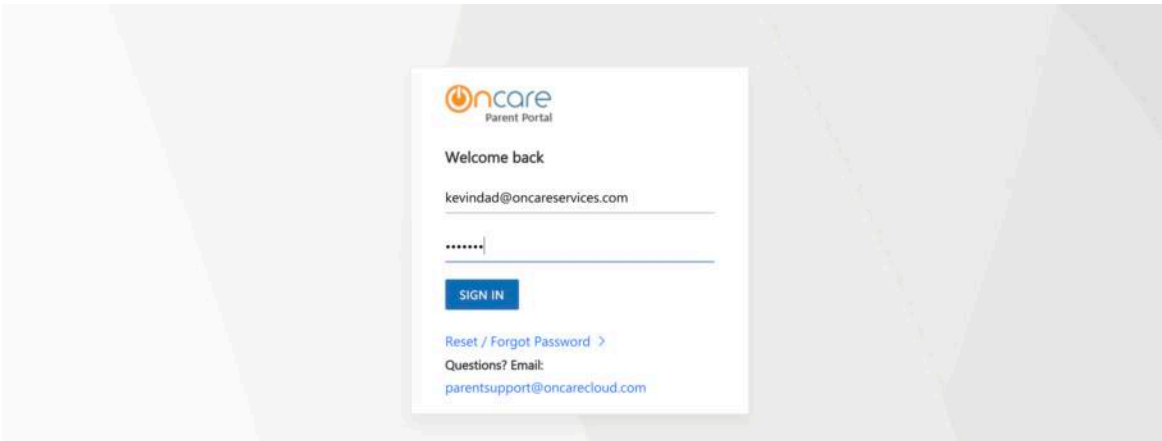
Click here

When parents click on the link in the email to register an account on the OnCare Parent Portal, they will be prompted to create a password.



The image shows the 'Parent Portal Registration' page of the OnCare system. At the top, there is a blue header with the OnCare logo and the text 'OnCare'. Below the header, the page title 'Parent Portal Registration' is displayed. The main content area contains a registration form with the following fields: 'User Email' (pre-filled with 'kevindad@oncareservices.com'), 'Password' (masked with asterisks), and 'Re-enter Password' (masked with asterisks). Below the password fields is a 'Password Strength Meter' showing a 'Secure' status with a yellow bar. A blue 'SUBMIT' button is located at the bottom right of the form.

With the email as username and the password, parents can login to the OnCare Parent Portal.



The image shows the 'OnCare Parent Portal' login page. The page features the OnCare logo and the text 'Parent Portal'. Below the logo, it says 'Welcome back' and displays the email address 'kevindad@oncareservices.com' in a text field. Below the email field is a password field masked with asterisks. A blue 'SIGN IN' button is positioned below the password field. At the bottom of the form, there are links for 'Reset / Forgot Password >' and 'Questions? Email: parentsupport@oncarecloud.com'.

## 11. Manage Existing Parent Program Change Request

The third method of managing your program enrollment is enabling the “Programs” tab on the Parent Portal where your currently enrolled parents can submit program change requests.

The currently enrolled parents click on New Program and follow the steps to submit a program change request

Parents can also check on submitted Program Request Status

No.	Program Name	Age Group	Date Submitted	Desired Start Date	Fee	Enrollment Status	Status Updated On
1	Toddler-Full Day-M,W,F	Toddler	08/30/2018	09/02/2018	\$720.00 (Monthly)	Enrolled	08/30/2018

All existing parents program change requests will be captured under “Change Program Requests” tab.

New Registrations **Change Program Requests** To see [icon], mouse over the icon

No.	Parent Name	Child Name	DOB	Age Group	Already Enrolled	Family Account Key	Program Selected	Date Submitted	Status	Notes / Comments	Action
1	Allison Kamm	Savannah Arnold	05/07/2017	Toddler	Yes	ARNOLD	Toddler-Full Day-M,W,F	09/04/2018	New		<a href="#">Process</a>

When the director clicks on “Process”, she can review the following information and take action on the program change request:

**Registration Number** 2647 **Application Date** 08/30/2018

**Child Information**

First Name Jimmy Middle Name  
Last Name Short Gender Boy  
Date of Birth 05/02/2011 Age 7 Years - 4 Months

**Contact Information**

**Primary Contact** **Secondary Contact**

First Name Kelvin First Name  
Middle Name  
Last Name Short  
Mobile Phone (480) 566-6562  
E-mail kevinad@oncareservices.com  
Notes Jimmy is very excited  
E-mail

**Center Update**

Status **New**  
New  
Enrolled  
Waitlist  
Permanently Declined

Age Group  
Program Name  
Billing Cycle Monthly  
Monthly Fee \$400.00  
Schedule Name School Age-Before & After School Care - 5 Days  
Weekly Fee \$0.00

Director can change status from New to Enrolled to accept the program change