



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.”**

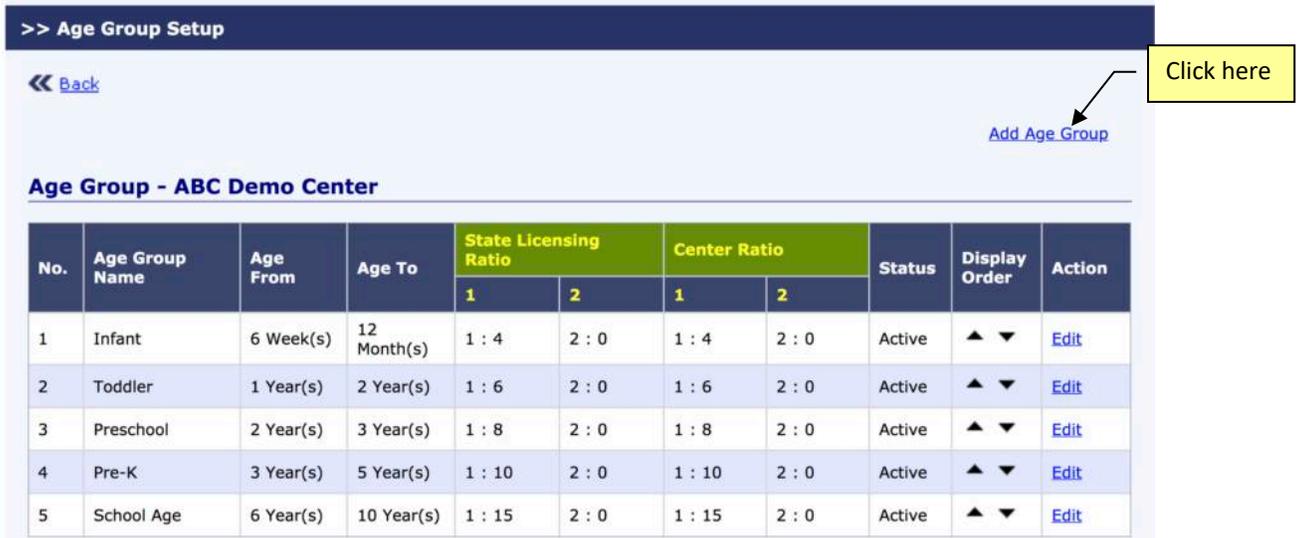
2. Age Group Setup

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

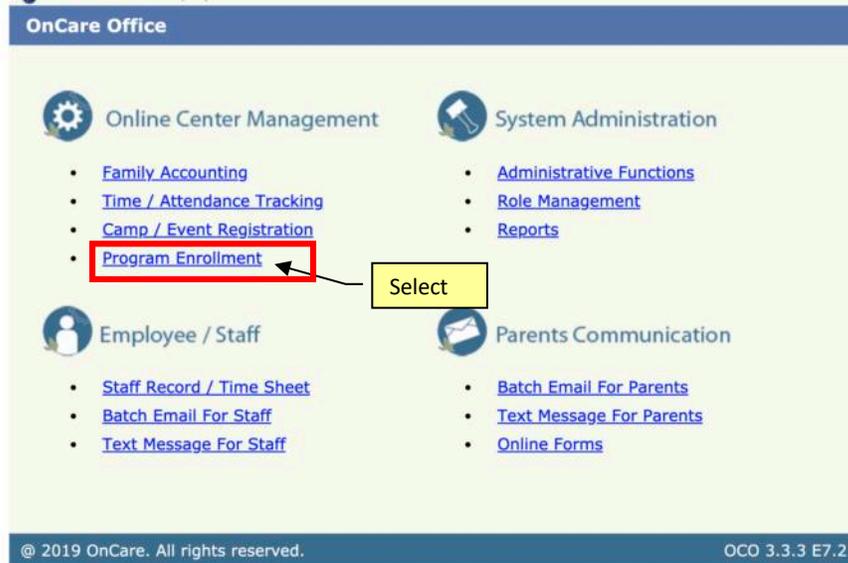


Click “Add Age Group” to add new age group



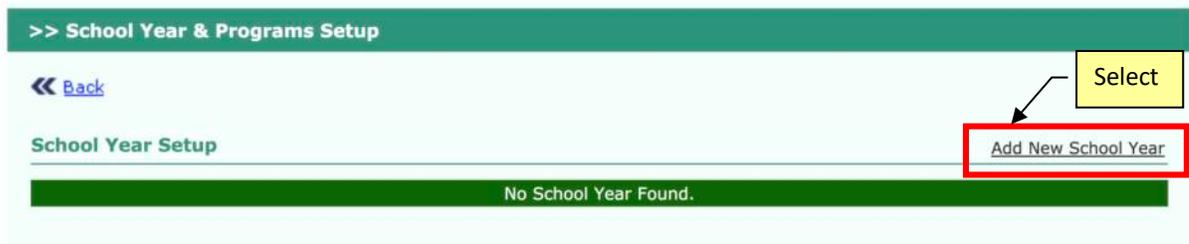
3. Program Enrollment Setup

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 | Full Time | Regular Program | 08:00 AM | 05:00 PM | | | Active | ▲ ▼ |
| 2 | Part Time | Regular Program | 08:00 AM | 05:00 PM | | | Active | ▲ ▼ |
| 3 | AM Only | Regular Program | 09:00 AM | 12:00 PM | | | Active | ▲ ▼ |
| 4 | PM Only | Regular Program | 01:00 PM | 04:00 PM | | | Active | ▲ ▼ |
| 5 | AM & PM | Regular Program | 07:30 AM | 09:00 AM | 03:30 PM | 06:00 PM | Active | ▲ ▼ |
| 6 | Drop-In | 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

Select

<< 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 | Setup | Setup | Setup | Setup | View All Programs |

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 title is 'School Year 2018 - 2019 (08/20/2018 - 06/21/2019)'. Below the tabs, there is 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 with the message 'No records were found.'

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

The screenshot shows the 'Add Program Setup' page. The page title is 'School Year 2018 - 2019 (08/20/2018 - 06/21/2019)'. The form includes the following fields:

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

Below the form, there is a table with columns for Description and Fees:

| 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 and the 'Description' field, containing the text: 'Program name and billing item description is automatically generated based on user's input. User can accept or edit as needed.' At the bottom of the page, 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](#)

Note: A yellow box labeled "Select" points to the "Billing Item Setup" link.

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:

| 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 | Edit |
| 2 | Tuition Charge | Infant -Full Day-5 Days-Weekly | \$ 325.00 | 4000 | Tuition Revenue | Active | Edit |
| 3 | Tuition Charge | Toddler-Full Day-5 Days-Monthly | \$ 1,200.00 | 4000 | Tuition Revenue | Active | Edit |
| 4 | Tuition Charge | Toddler-Full Day-5 Days-Weekly | \$ 310.00 | 4000 | Tuition Revenue | Active | Edit |

Note: A red box highlights the first two rows of the table.

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 | | | | | |
| 2018 - 2019 (Current) | 08/20/2018 | 06/21/2019 | Setup | Setup | Setup | Setup | View All Programs |

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 | Void |
| | | | | | | | | 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 | | | | | |
| 2018 - 2019 (Current) | 08/20/2018 | 06/21/2019 | Setup | Setup | Setup | Setup | View All Programs |

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.

Policies entered here will be displayed to parents in the online registration flow.

Policies can be exported as PDF

Policies can be previewed

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:

| School Year | Date | | Policies | Programs & Fees | Other Fees & Discounts | Parent Portal | Action |
|--|------------|------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------------------|
| | Start | End | | | | | |
| 2018 - 2019 (Current) | 08/20/2018 | 06/21/2019 | Setup | Setup | Setup | Setup | View All Programs |

Select

>> Parent Portal Setup

Yes No

Yes No

Save

New Parents Program Registration URL

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

- 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

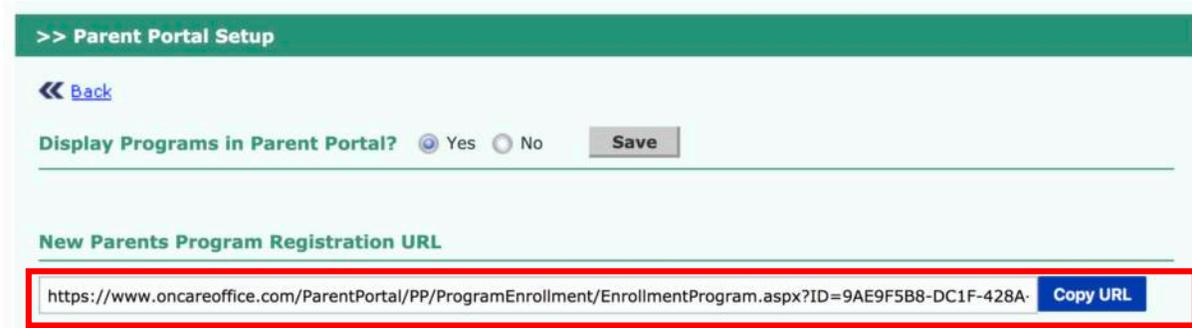
Once the programs are setup for your center, there are 3 ways you can manage your enrollment as shown below:



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

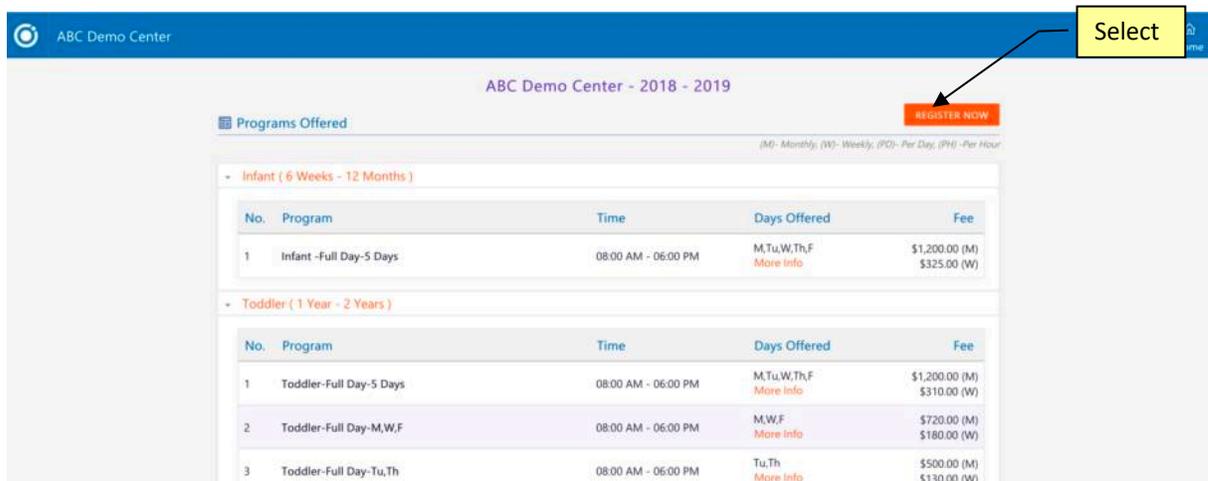
<< Back

Display Programs in Parent Portal? Yes No

New Parents Program Registration URL

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

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

(M)- Monthly; (W)- Weekly; (PD)- Per Day; (PH)- Per Hour

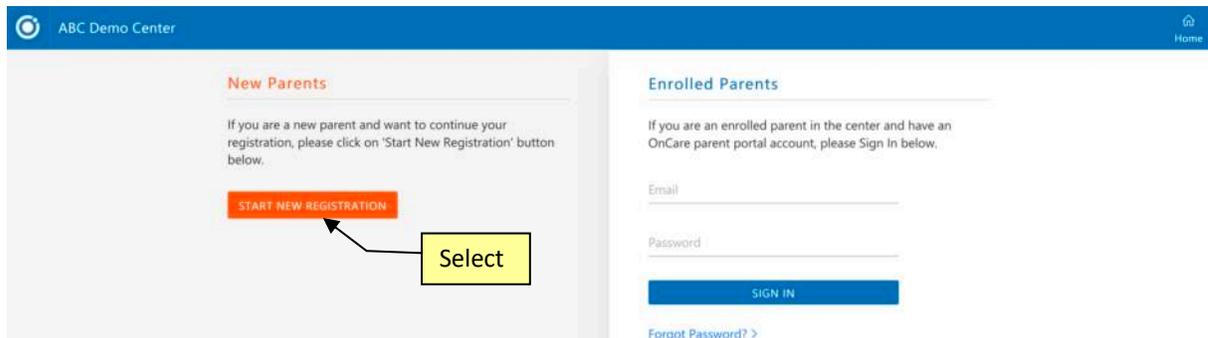
- Infant (6 Weeks - 12 Months)

| No. | Program | Time | Days Offered | Fee |
|-----|-------------------------|---------------------|--|--------------------------------|
| 1 | Infant -Full Day-5 Days | 08:00 AM - 06:00 PM | M,Tu,W,Th,F More Info | \$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 More Info | \$1,200.00 (M) \$310.00 (W) |
| 2 | Toddler-Full Day-M,W,F | 08:00 AM - 06:00 PM | M,W,F More Info | \$720.00 (M) \$180.00 (W) |
| 3 | Toddler-Full Day-Tu,Th | 08:00 AM - 06:00 PM | Tu,Th More Info | \$500.00 (M) \$130.00 (W) |

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



ABC Demo Center

Home

New Parents

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

Enrolled Parents

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

Email

Password

[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:

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 |

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.

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 | Days | From | To |
| Monthly Fee \$400.00 | Mon | 07:45 AM | 08:45 AM |
| Desired Start Date 09/03/2018 | Mon | 03:00 PM | 06:00 PM |
| End Date 06/21/2019 | 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: \$25
 Monthly Discount: 2nd Child: \$50 3rd Child: \$25

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.

Parents must acknowledge before they can submit their registration

I acknowledge that have read and understand the policies above.

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

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.

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 08/30/2018

Program Registration Summary

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 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

Program Registration

408886541
simondirector@oncareservices.com

12345 King Street
 San Jose , CA
 95123

| 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 | | Process |

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 | Queenolope Ekpo | 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 | TimeOut | 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 |
| Grand Total | | | 20.00 | |

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 | Edit Delete Add % Discount |

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. [Click here](#)

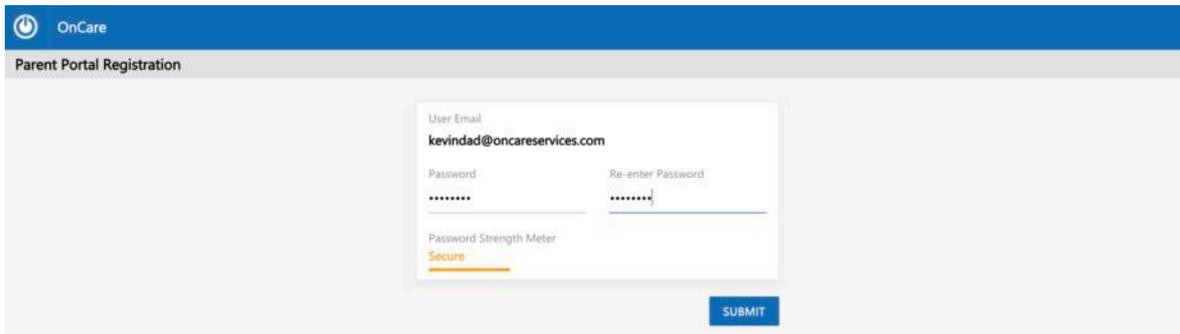
You can setup Bank Transfer (ACH) and Credit Card payment in the Parent Portal to make payments online.

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

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

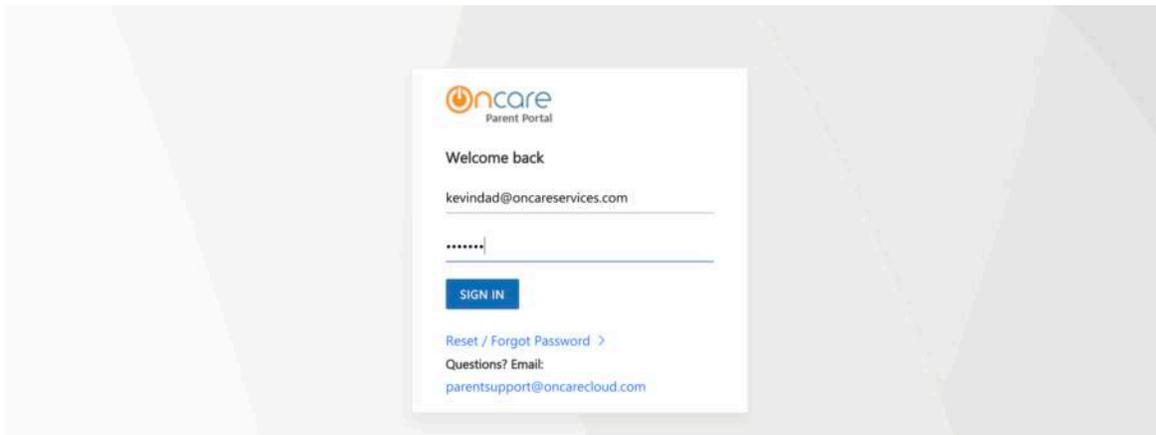
Thank you,
 Simon
 Demo Child Care Center

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 screenshot shows the 'Parent Portal Registration' page. At the top, there is a blue header with the 'OnCare' logo. 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 dots), and 'Re-enter Password' (masked with dots). 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.

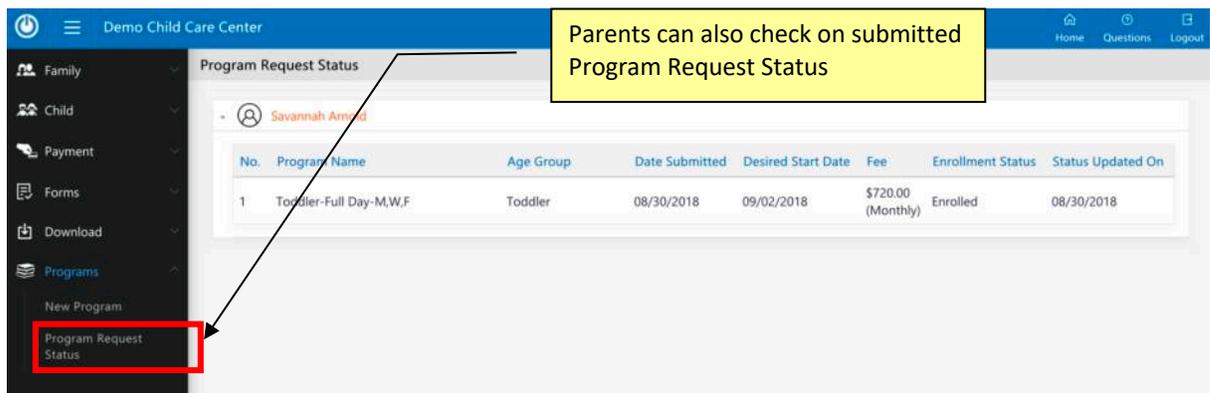
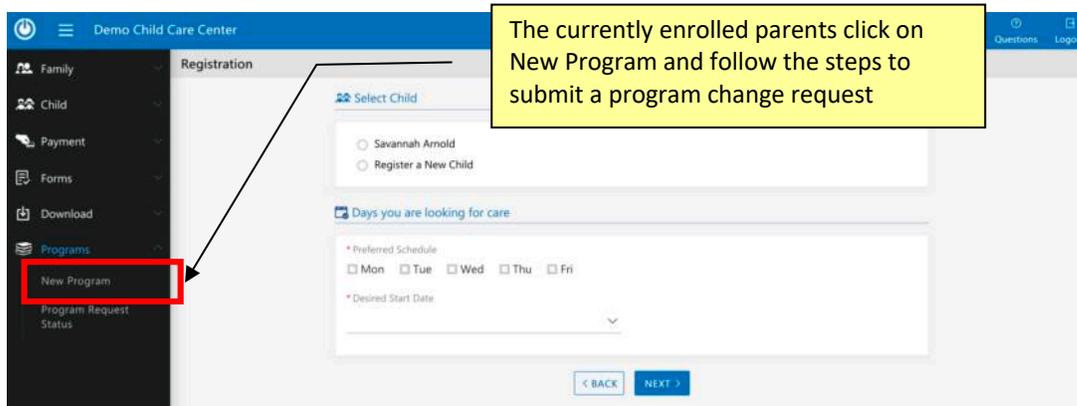
With the email as username and the password, parents can login to the OnCare Parent Portal.



The screenshot shows the 'OnCare Parent Portal' login page. The page features the 'oncare Parent Portal' logo at the top. Below the logo, it says 'Welcome back' followed by the email address 'kevindad@oncareservices.com' in a text input field. Below the email field is a password field masked with dots. A blue 'SIGN IN' button is positioned below the password field. At the bottom of the form, there are two links: '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.



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

| 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 | | Process |

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

First Name Kelvin

Middle Name

Last Name Short

Mobile Phone (480) 566-6562

E-mail kevindad@oncareservices.com

Notes Jimmy is very excited

Secondary Contact

First Name

E-mail

Center Update

Status (dropdown menu open with options: New, Enrolled, Waitlist, Permanently Declined)

Age Group Enrolled

Program Name Waitlist

Billing Cycle Monthly

Monthly Fee \$400.00 **Weekly Fee** \$0.00

Schedule Name School Age-Before & After School Care - 5 Days