

## New Family Registration Guide

### 1. Select Program Information

- Go to [https://aps.schoolcareworks.com/reg\\_aps/start\\_registration.jsp](https://aps.schoolcareworks.com/reg_aps/start_registration.jsp)
- From pull down menus select the appropriate choice for which you are registering:
  - School year or Summer
  - Semester (school year)
  - Center (school your child attends)
  - Grade your child will be in at time of attendance
- Click 'Select' for each session ('Before' and/or 'After') you would like your child to attend.
- Click 'Submit Registration'

### 2. Enter Registration Information

- Note: All items marked with a red asterisk (\*) are required information.
- Read Program/Registration information at the top of the page.
- Using the pull down menu, select whether your child will attend in the event of an early closing.
- Enter all the student information. Note: If you do not know your child's Student ID number, please enter the child's first and last name.
- Enter all Parent/Guardian information.
- Enter information for two Contacts (other than parents/guardians). Note: Contacts must be able to reach school within 30 minutes.
- Click Next. You will be taken to the 'Confirm Information' page. Note: If you are missing information a pop-up notification will appear and indicate what required is needed.

### 3. Confirm Information

- Review Registration Information. At the top of the 'Confirm Information' page you will be able to do the following:
  - Register additional children using the 'Add a new child' link.
  - Add another session (i.e. Summer or School year) using the 'Add New Program' link for a child already registered.
  - Review the sessions for which you have completed the registration information.

The screenshot shows the 'Confirm Information' page with the 'Registration Information' tab selected. Below the tab, there is a link to '+Add a new child' and a section titled 'Enrollments'. The 'Enrollments' section contains a table with columns for Participant, Program/Course, and Fee. A row is shown for a participant with initials 'h h' enrolled in 'STRATFORD After School - Stratford - School Year - 2018-2019 Year - 09/04/2018 to 06/19/2019' with a fee of '\$ 0.00'. At the bottom of the table, it says 'Total Registration Fees Due: \$ 0.00'. Two arrows from the text above point to the '+Add a new child' link and the 'Add New Program' link in the table row.

Participant	Program/Course	Fee
<input checked="" type="checkbox"/> <input type="checkbox"/> h h - <a href="#">Print Information Card</a> <a href="#">Add New Program</a>	STRATFORD After School - Stratford - School Year - 2018-2019 Year - 09/04/2018 to 06/19/2019	\$ 0.00
Total Registration Fees Due:		\$ 0.00

- b. Payment and Account Information. Note: no registration payment will be due at this time.
- c. In left column, use check boxes to confirm program agreements
- d. In right column, using pull down menu select gross 'Household Annual Income'
- e. In right column, create User ID and Password
- f. Click 'Confirm and Enroll' at bottom of left column.
- g. A confirmation that you have submitted your registration information will appear in a new window.

After submitting your registration information, you will receive an e-mail confirming receipt by the Extended Day Central Office. If you did not enter an e-mail address, please contact the Extended Day Central office to confirm receipt of your registration information:

- [extended.day@apsva.us](mailto:extended.day@apsva.us)
- 703-228-6069