

New SACC Families - Registering for School Age Child Care

These instructions are for NEW families registering for our Chippewa Valley School's SACC program for the school year.

1. **Go to the Chippewa Valley Schools School Age Child Care Registration link (can be found on the Chippewa Valley Schools website:
https://www.schoolcareworks.com/registration/chippewa/start_registration.jsp**
2. **Choose your building location to filter SACC programs by elementary school – OR Under the School Age Child Care heading, click the green link “Click to View Offerings”**

PROGRAM COST - SCHOOL YEAR SACC

SACC rates are \$4.75 per hour for the first child and \$4.25 per hour for the second child. There is a minimum charge of one hour per session (morning and/or afternoon). After the one hour minimum, charges will be in 15 minute increments. Billing statements are provided on Monday for the previous week activity and are due upon receipt, payments received after Friday of that week are considered late. Registration fees are non-refundable at a rate of \$20 per student with a maximum of \$60 per family for school year SACC.

SCHOOL AGE CHILD CARE

ABOUT CHIPPEWA VALLEY SCHOOLS SACC PROGRAM

Our School Age Child Care program provides an atmosphere where children feel comfortable to express themselves through play in a safe, nurturing, and caring environment. Our staff members encourage physical, social, emotional and intellectual activities for the children to experience. We strive to provide positive developmental opportunities through engaging interactions with each child.

Click to View Offerings ▶

3. **Find the appropriate site location. Click the Select button next to the correct site location to enroll for AM – School Age Child Care, scroll down further for PM – School Age Child Care. If you need morning and afternoon care, please select both.**

AM- SCHOOL AGE CHILD CARE

Location: Cherokee Elementary
2017-2018 - AM- SCHOOL AGE CHILD CARE

When: 08/28/2017 until 06/30/2018 Select

Total 2
Enrollment :

Registration0.00
Fee

Location: Cheyenne Elementary
2017-2018 - AM- SCHOOL AGE CHILD CARE

When: 08/28/2017 until 06/30/2018 Select

Total 1
Enrollment :

Registration0.00
Fee


4. Requested Admission Date: please populate with the first day of school.
5. Select the days you plan to attend the program. (PLEASE NOTE: you may go back and make changes to your schedule after registration) If you are unsure of the days of the week your child will be attending, you do not have to select any days.
6. Fill in the Registration required and if applicable optional information. Please make sure to include any allergies or health conditions and up to date guardian and emergency contact information. Click the Next button at the very bottom of the form to submit the information and move forward with registration. All fields with a red star MUST be completed.

<p>First Name</p> <input type="text" value="First Name"/>	<p>Middle Name</p> <input type="text" value="Middle Name"/>
<p>Last Name</p> <input type="text" value="Last Name"/>	<p>Gender *</p> <p><input type="radio"/> Male <input type="radio"/> Female</p>
<p>Birthday</p> <input type="text" value="mm/dd/yyyy"/>	<p>Resides With</p> <input type="text" value="N/A"/>

Address Information

7. Guardian and Contact information will need to be completed. Guardians will be assigned a PIN for child pickup, Contact people will also be assigned a PIN for child pickup. CONTACT = AUTHORIZED PICKUP. Parents should not also be created again as contacts.
8. At the top, if needed you can click the green "Add a New Student" button to add additional children. Once you add a new child, you will select the school year and AM/PM program for that child, and add to cart.


Current Registrations
View Cart



My Child Perfect

[Add More Programs](#)

[Print Info Card](#)



[Add a New Student](#)

9. **Account Information.** Fill out this information. Create a user ID and password that you will use to access your account information through the Parent Portal. *Write this username and password down for yourself so you can access your account in the future! You can also print the page for your records.*
10. Continue on to **Payment Information.** You will enter your credit card information if you will be utilizing the Autopay feature or if you would like the ability to store a credit card to make a payment manually.
11. Once you have completed the **Payment Information,** you can submit your registration. Your registration will need to be confirmed for approval by an administrator (give 24-48 hours to process). You will receive a notification via e-mail once your registration has been approved.
12. Once your registration is approved by an administrator, you will need to login to the **SchoolCare WORKS Connect** using the account information you created in step #9.
You will access SchoolCare WORKS Connect at the following URL:
<https://connect.schoolcareworks.com/login.jsp>
13. **SchoolCare WORKS Connect** will look like the image below and give you the ability to make payments, set up the Autopay feature, make changes to your child/children's schedule



The **Personal** tab of SchoolCare WORKS Connect is where you will find your PIN number to sign your child in and out of SACC. The PIN numbers for your contacts (authorized pickup persons) can be found here as well.