

ECC Registration Procedures through Daycare Works

Registration Information- All families are **REQUIRED** to read the policies and procedures of the ECC program **BEFORE** registering for ECC!

- ECC registration each year is from **JULY 1st to AUGUST 20th**
- Every child must be registered for the ECC program in order to attend ECC
- Every child must attend Evesham School District (K-5th) in order to register for ECC
- There is a \$50 registration fee per school year for each child
- Registration fees are non-refundable
- All registrations will be a fixed schedule, meaning you have to reserve the same days each week.

*If you need to register for the ECC program any time during the school year, you must call the ECC office @ 856-988-0686.

***Registrations will NOT be accepted between: August 21st - September 11th. Registration will re-open on September 12, 2023 for October – June if space is available.**

Fixed Scheduling

All registrations will be a fixed schedule. This means you have to choose the days you need in order to reserve a spot for your child. The days must be the same days each week. The tuition is based on all school days per year and is divided into 10 equal monthly installments. Please note; you may not swap days. You can occasionally add a day at the daily rate. You are not permitted to continuously change your schedule.

The Fixed Schedule includes half-days and scheduled two-hour delayed openings at no additional fee if your child is scheduled on the day the half-day or two-hour delay occurs. If your child is not scheduled on one of these days and you need care, you will have to call the ECC office to add the day. You will be charged the daily rate for that type of day.

The monthly rate for Fixed Schedule does not include Holiday Camp Days. You must register and pay separately for any Holiday Camp days that you use. To register for Holiday Camp, call the ECC office at 856-988-0686.

There is a \$50 registration fee per child.

You must “Enroll” for before and after (if you need both). You will only be charged one registration fee per child.

Instructions for Registering

1. **Returning/Current ECC Families** must use their current Daycare Works parent portal to register for the new school year. Log in to your portal; then click on the Registration Tab. 1st step is to select Fixed Scheduling. Then you can choose your program (Before Care or After Care). If you need both, select Before Care first. When you are asked if you want to add another program, select After Care. Follow all the prompts. Make sure to select the correct school and program (Before Care /After Care).
2. **New Families** must create a Parent Portal by using the ECC Parent Portal for New Registrations Link. 1st step is to select Fixed Scheduling. Make sure to select the school your child attends. Then you can choose your program (Before Care or After Care). If you need both, select Before Care first. When you are asked if you want to add another program, select After Care. Follow all the prompts. You will receive an email notification from Daycare Works to confirm we received your registration

Please use the following steps to guide you through the registration process:

- Log into your DaycareWorks account or visit: https://www.daycareworks.com/reg_evesham/start_registration.jsp
- Choose ECC Fixed Schedule
- Scroll down to Before or After Care (which ever you need) and find the school your child attends, then click on “Enroll”. If you need both, enroll in Before Care first.
- After you “Enroll” you will select the days you need care (must be the same days every week). Complete the rest of the registration questions.
- Once you complete the first page, the system will ask you if you are adding another child; Do so if needed.
- If you need Before and After Care, enroll in Before Care first. Complete all questions. On second page you will have the option to Add Another Program. This is where you will select After Care; then choose your days for After Care.
- After you submit your registration, you will receive a confirmation email with the link, username and password to set up your account on the Daycare Works Family Portal. This is where you can view your account, make changes to personal information, add emergency contacts, see your monthly bill, obtain tax information, etc...
- Set up your parent portal account: You can also use this link which is the software parent portal help guide: http://www.daycareworks.com/help/Parent_Portal/Index.htm

1. Your child will automatically be scheduled on the days that you selected for the entire year. If you need to make a change, you must call the ECC office. Only one schedule change per school year is allowed. You may add days on occasion. You will be charged the daily rate for any days added.
2. Your monthly payments will be due on the 20th of each month for the following month of service

If you need assistance with registering for the ECC program, please call the ECC Office at 856-988-0686