CherryCreekSchools

SchoolCare
W O R K S

# Register Online for ECS Before & After School Programs

Step 1 – Login* to your CCSD Parent Portal account at: https://my.cherrycreekschools.org/
*Chrome, Safari, Firefox recommended. IE9 requires compability mode for registration

Step 2 – Click on the *SchoolCare Works* tile to access your account

Step 3 – In SchoolCare Works, click on the *Personal* tab at the top. Select 'Update Information' for child, parent/guardians and contacts and complete **all** blank fields for each section. Repeat process for each child.
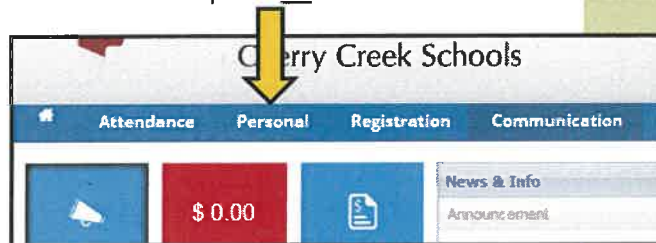
Step 4 – When all information is completed, click on the *Registration* tab at the top.

Step 5 – If information is missing, a message/warning will appear.

Step 6 – If this message appears, return to the *Personal* tab at the top. Complete all required fields by selecting 'Update Information' for child, parent/guardians and contacts and save. Then return to *Registration* tab at the top.
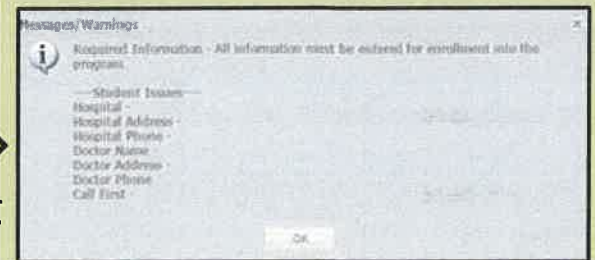
Step 7 – Select the school where you are enrolling by scrolling through the alphabetical list.

Step 8 – Select the student you are enrolling from the dropdown and click *Enroll*

Step 9 – Repeat the process for additional children if applicable.

Step 10 – Check the boxes to agree to terms and conditions and input your electronic signature.

Step 11 – When you have completed enrollment for all children, select *Checkout*.

Step 12 – Enter credit card information and pay the annual registration fee.

Step 13 – You will receive a receipt for payment to the email address provided. Once the registration has been approved, you will receive a confirmation email and then will have access to an attendance calendar to sign up for child care (attendance tab).