

Parent Portal Overview

<https://connect.schoolcareworks.com/login.jsp>

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Homepage/Announcement Square

This is the page you see when you log into your parent portal. This is where you can view announcements and navigate to all other pages.

The screenshot shows the parent portal homepage. At the top, there is a navigation bar with links for Attendance, Personal, Registration, Calendar, Communication, and Auto-Pay. A callout box on the left points to the 'Announcement' icon in the main menu, stating 'Click here or here to get back to this page'. Another callout box on the right points to the 'Announcement' section in the 'News & Info' area, stating 'Here are current Announcements'. The 'Announcement' section displays a message: 'Enrollment for CURRENT Students for the 2019-20 School will begin April 15th'. Below this, there is a 'Welcome!' message and a list of actions: 'Here you can register, update your personal information, make payments, setup autopay and much more!'.

A red square with the text '\$ 0.00' and 'Make Payment' below it.

Make a Payment Square

This square will display the amount you currently owe. Click it to make one-time payments.

First type in the amount you would like to pay and click PAY NOW:

Online Payment
Payment Amount:

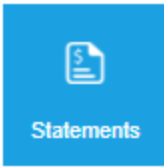
One Time Payment

Please fill in the fields below and click the Submit Payment button. Please verify your information before submitting your data. If your transaction fails due to incorrect Address/Zip mismatch you can try not entering that information.

* Payment Amount: \$ 55.00
Payment Type:
* Card Type:
* Card Number:
* Expiration Date: /
* First Name:
* Last Name:
* Billing Address 1:
Billing Address 2 (optional):
* City:
* State/Province:
* Zip Code: 5 digits(ex: #####)
* Phone Number: 10 digits(ex: #####-####)
* Email Address:
Notes:

On the next page, fill in all the required fields and click SUBMIT PAYMENT

*Please only click the button once



Statements Square

Click this square to view your billing and payment history.

View Year: 2019 **VIEW**

Statement

Date	Description	Fee	Paid	Balance
Statement ID: 7430940				
Period: 03/31/2019 to 04/06/2019				
	No Transactions (View Details)	0.00		0.00
Total		0.00	0.00	0.00
Statement ID: 7289937				
Period: 03/10/2019 to 03/16/2019				
	No Transactions (View Details)	0.00		0.00
Total		0.00	0.00	0.00
Statement ID: 7051941				
Period: 02/03/2019 to 02/09/2019				
	- Previous Balance Owed -	48.00		48.00
02/06/2019	test4 Test - Tuition - Tuition - Test Balance Removed (View Details)	-48.00		0.00

Click this Statement link and fill out the pop-up box to generate statements as needed

Customer Statement Criteria

Begin Date:

End Date:

Defaults to the current billing period.

Export To: PDF

OK Reset Cancel



Attendance Square/Tab

Click this square (or tab on the top tool bar) to view your child(ren)'s schedule.

Select each child here

Printable Schedule

Actual Attendance with sign in/out times

Printable Calendar with Schedule

List of any pending Registrations (will not list anything if currently enrolled)

Schedule Information

Student: test4

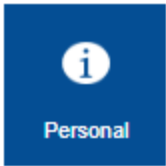
[Print Student Class Schedule](#) | [View Attendance](#) | [Export Calendar](#)

Assignments

Program Assignments							
Active	Room	Effective Date	End Date	M	T		
<input checked="" type="checkbox"/>	PM Care ~ Family Service Lincoln-Adams	08/13/2018	05/23/2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Pending Future Program Assignments

Status	Room	Effective Date	End Date	Monday	Monday - Expected Arrival	Monday - Expected Dep



Personal Square/Tab

Click this square (or tab on the top tool bar) to view and/or edit all of yours and your child(ren)'s information.

This is arguably the most important page on your portal. Here is where all information about you and your child is shared. Please keep it up-to-date and accurate to ensure the best care for your family.

Information Summary

Add New Student | Child Documents

Test, test4

Name: Test, test4 (Update Information)

Birthdate: 08/09/2018

Admission: 08/01/2018

Phone: (555) 555-5555

Room/Program	Effective Date	End Date	M	T	W	T	F
PIM Care ~ Family Service Lincoln- Adams	08/13/2018	05/23/2019	☑	☑	☑	☑	☑

Set Guardian 2 to N/A

Parents/Guardians

Test Test Guardian 1 (Update Information)

Pin Number: 755683

C: 7343953770

Email: bgrabenstein@cirrusgroup.com

Contacts

test test FRST (Update Information)

Status: Active

Pin Number: 1296210

Payer

C: (555) 555-5555

Email: email@mail.com

Bob Bobber RELS (Update Information)

Status: Active

Pin Number: 2108823

H: 5555555555

C: (555) 555-5555

Doctor DOCT (Update Information)

Status: Active

W: (555) 555-5555

Callout Boxes:

- Select to add siblings
- Select to upload documents such as CACFP Forms, Immunization Records, IEPs, or Custody Agreements
- Select each child here
- Child's Schedule
- PIN to sign in/out
- Child's Doctor and TWO Emergency Contacts must be listed here
- PINs to sign in/out



Registration

Registration Square/Tab

Click this square (or tab on the top tool bar) to Register your child(ren) for Waitlists. At any given time, there will be a list of offerings such as Non-School Days, Summer, or Next School Year.

Choose a Location

It is usually best to choose your location first

Location



Family Service Lincoln

Welcome to Family Service Lincoln Registration!

Use the location drop down to select a location and see what programs are available at your center!

*2019 Summer

Summer will be offered at **Beattie, Hill, Huntington, and Meadow Lane.**

Registration will begin February 1st for our current families and February 15th for non current families.

Hours: Monday-Friday, 7:00am - 5:45pm

Costs: Activity fees - \$20 per child per week - Due at time of registration

Weekly fees - \$125 per child per week - Due the Friday before each week

Summer programming is open to children who have completed Kindergarten up to 5th Grade. AM snack, lunch, and PM snacks will be provided at all sites. Each week will be filled with fun, engaging activities including field trips, swimming, and much more!

[Click to View Offerings](#)

AM & PM - WAIT LIST ENTRY - NEW STUDENTS/SIBLINGS ONLY

This is the wait list for those families looking to attend Family Service Lincoln in the future that are NOT currently enrolled.

Please fill out the following information and when a space becomes available we will notify you right away.

Rates: AM Only - \$43/week/child, PM Only - \$55/week/child, AM & PM - \$72/week/child

Thank you for being part of the Family Service family!

Then select View Offerings

[Click to View Offerings](#)

*Non-School Days

Non-School Days are listed below, locations are subject to change:

4/22/2019 - Deadline to sign-up 4/07/2019

[Click to View Offerings](#)

Cont'd on Next Page

AM CARE WAITLIST

Please fill out the information below to be added to our wait list!

Location: **Family Service Lincoln- Adams**
 WAIT LIST - AM CARE WAITLIST

When: 01/25/2019 until 01/01/2099 Select

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Registration Fee: 0.00

Select the Program needed and click Continue

PM CARE WAITLIST

Please fill out the information below to be added to our wait list!

Location: **Family Service Lincoln- Adams**
 WAIT LIST - PM CARE WAITLIST

When: 01/25/2019 until 01/01/2099 Select

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Registration Fee: 0.00

Select the Child(ren) you want to enroll and click Submit

Please select the children to register for this program

 test4 Test

Submit Close

Registration

PM CARE WAITLIST at Family Service Lincoln- Adams

Program Questions

I give permission for my child to participate in groups facilitated by a Family Service Therapist.

test4 Test Required Fields

First Name: test4 Last Name: Test

Gender: Male Female Unassigned Birthday: 08/09/2018

Extra Information

Grade: N/A

Consent Information

Do you provide consent for the child photograph to be released? *
 Yes No N/A

I give Family Service permission to use photographs, writings, artwork, and TV appearances for promotional materials, social media, presentations, and documentary purposes. *
 Yes No N/A

Add to Cart Close

Update and answer the Registration Information then click Add to Cart

Cont'd on Next Page

Your Program Selections



test4 Test

Family Service Lincoln- Adams - PM CARE WAITLIST

WAIT LIST: 01/25/2019 - 01/01/2099

[Edit Program Information](#)

Registration Fee: \$0.00

Total: \$0.00

[+ Add More Programs](#)

Payment Information Edit

Payment Type



Check Out

[Check Unlock](#)

[CONTINUE](#)

Confirmation Questions

Confirmation Questions Edit

- Enrollment/Emergency information form is valid until child drops from the program.
- I acknowledge that I have read the parent handbook. [Parent Handbook](#)
- I give staff permission to transport my child for the purpose of program activities.
- I have received the Department of Health and Human Services Parent Information Brochure for Licensed Child Care. This brochure is contained in the Family Handbook.
- I have received the Family Service Payment Agreement included in the Family Handbook and agree to the payment requirements outlined in the agreement. I accept responsibility for paying the fees beginning on my child's first day of program.
- I understand Family Service will arrange for emergency treatment if the guardian or identified emergency contacts are unable to be reached when it is necessary to preserve the health of my child. If necessary, the program will arrange for emergency transportation to the nearest emergency medical facility.
- I understand that Family Service does not carry health or accident insurance for my child, and that I am responsible for any medical or other expenses related to accidents, injuries or other health concerns that occur at the program site or during sponsored activities.
- I understand that Family Service may release, as needed, records of health, medical, and educational records and such information to be shared by Lincoln Public School staff and Family Service staff to help ensure the success and safety of my child in the before and after school program.
- I understand that my child may be dismissed from the program at any time due to failure to follow rules and expectations and/or unsafe behaviors towards themselves or others.
- I will at all times treat the Family Service staff, children, and parents with dignity and respect and will work as a partner with Family Service to ensure my child is successful in the program. Children or adults who are disrespectful, threatening, or verbally or physically threatening will be required to leave the program immediately. Children may be dismissed from the program at any time due to these behaviors.
- The information I have listed is correct to the best of my knowledge and I will notify the program staff of any changes to the information in a timely manner.
- When given prior notice, I give staff permission to transport my child and/or take my child off-site for the purpose of program activities (i.e., field trips, neighborhood walks, walking tours, etc.).
- I understand that I must have this [CACFP Eligibility Form](#) completed and turned in by my child's first day or he/she will be disenrolled in Family Service's Programming. (This form is also provided in your registration confirmation email).

[GO BACK](#)

Subtotal \$0.00

Amount Due \$0.00

[Complete Registration](#)

Subtotal \$0.00

Amount Due \$0.00

[Complete Registration](#)

Read and Check all these statements/agreements, then select Complete Registration

Type in your Electronic Signature and Submit to complete the process

Electronic Signature X

Please enter your electronic signature to submit registration

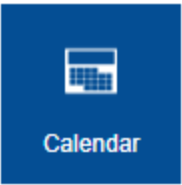
[Submit](#)

[Close](#)

From here, ensure you have selected the correct program for the correct child

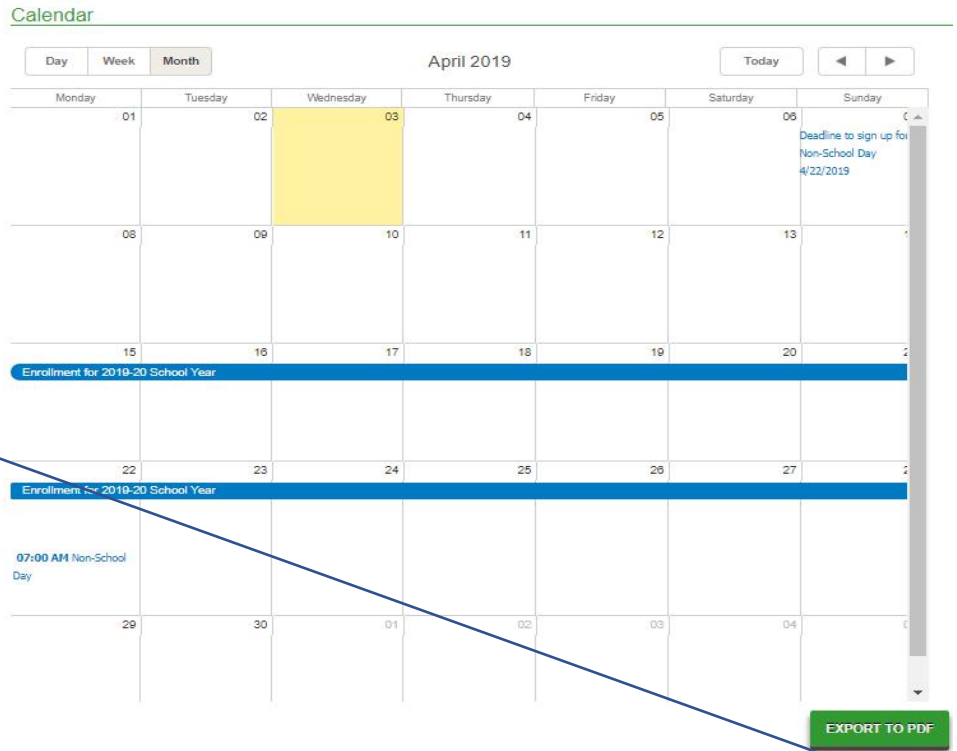
Then select Continue or Complete Registration and this will pop up





Calendar Square/Tab

This square (or tab on the top tool bar) will take you to a Family Service Calendar with relevant dates and events.



To make a printable calendar, click EXPORT TO PDF



Communication Square/Tab

Click this square (or tab on the top tool bar) to access relevant documents and links such as Newsletters or the Family Handbook

Documents		Links
Category	Document	
CACFP	CACFP Eligibility Form Fill out before your child's first day of programming	Contact Us
Financial Assistance	Financial Assistance Application Fill out and return to site supervisor to see if your family qualifies for a reduced rate	Family Handbook
Newsletters	April 2019 Newsletter April 2019 Newsletter March 2019 Newsletter March 2019 Newsletter	Family Service Website



Auto-Pay Square/Tab

This square (or tab on the top tool bar) is where you can set-up auto-pay for your weekly fees.

Payment Method

Current Balance Due: \$0.00

Payment Method				
Account Type	Account Number	CC Exp Date	Account Holder	Contact

Add New Auto Payment Method

Enter all information. We accept Visa, Master Card, Discover, and American Express as well as Electronic Checking

Account Holder:

Account Address:

Account City:

Account State:

Account Zip: 5 digits(ex: #####)

Holder Email:

Phone Number: 10 digits(ex: ###-###-####)

Payment Type:

You can select Weekly or Bi-Weekly payments. Auto-Pay runs early Wednesday mornings and pulls whatever amount is due on your account.

Credit/Debit Card Information

Card Type:

Card Number:

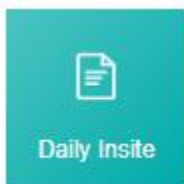
Expiration Date:

Recurring:

First Payment Date:

By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

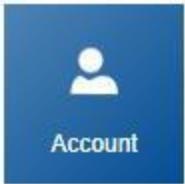
SAVE



Daily Insite Square

Daily insites are currently not being used but Family Service will begin utilizing this feature this summer. This is where you will be able to see activities your child has participated in throughout the week. It will show short descriptions and/or pictures from programming.





Account Square/Link

Click this square (or link at the top, right corner) to view and/or edit your account information and to access the Authentication Code for the Insite Connect App.

Account Information

User Name: tgt (Change ID)

Authentication Code: 2526

First Name:

Last Name:

Change your Parent Portal Username here

Password requirements:

- Password must be at least 8 characters
- Password must contain at least one number
- Password must contain at least one special character !@#\$%^&*~-

Change your Parent Portal Password here

New Password:

Confirm Password:

SAVE

Security Questions

Security questions are used to reset your password when you forget it. Please answer at least two questions to be able to reset your password with the security questions.

Change your Security Questions & Answers here

Question:

Answer:

Question:

Answer:

Question:

Answer:

SAVE

Link Accounts

Linked User ID:

Linked Password:

This feature can be utilized by blended families that have access to more than one Parent Portal (for instance you have two accounts because your children have two different fathers). If you link your accounts here, both can be accessed with either of your usernames/passwords.

LINK ACCOUNT

Once accounts are linked, switch between them on the top tool bar, using this pull down tab



Insite Connect App

You can access your parent portal using the Insite Connect App. For a more detailed overview of the Insite Connect App click - <https://familyservicelincoln.org/insite-connect-guide/>.

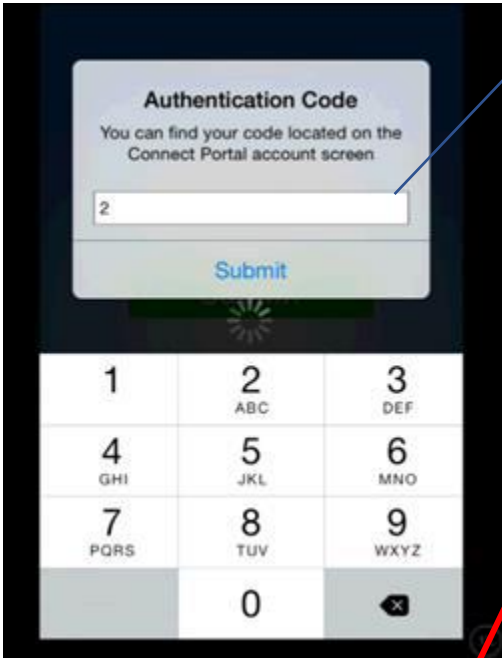
Application Installation

To download the InSite Connect application, navigate to the App Store or Google Play store on your mobile device. Search and download the InSite Connect application.

Logging In



Launch the InSite Connect application. Click the Settings icon on the bottom right corner of the screen.



Enter the authentication code obtained from the Parent Portal > Account

User Name:	Example 201
Authentication Code:	2
First Name:	<input type="text" value="Jordan"/>
Last Name:	<input type="text" value="Brown"/>