

Extended Day Care-Online Registration Returning Families Online Directions 856-231-5890 ext. 1004

1. Log in to your Daycare Works account:
<https://family.daycareworks.com/login.jsp>
2. Click on “Personal”. Click on your child’s name (it will say “update information”). Update any information that has changed. Make sure to change your child’s grade. If you have more than one child, please make sure to update each child’s info.
3. Click on “Registration”
4. Under “Available Categories” click on “Extended Day Care”.
5. Under your child’s school click “Click to view Program Offering”
6. Click on “Enroll”.
7. Enter start date 09/07/2016
8. Check each statement agreeing to each confirmation. If you have one child, please go to step 9. If you have more than one child, please click “Add More” and repeat steps 5 through 8 using the “Select Student” to change the child you are registering. In the “Scholarship” field enter “Sibling”. This will deduct the second registration fee charged. If you have 3 children, use “Sibling 2”. If you have 4 children, use “Sibling 3”. Then, click “Apply”
9. Click “Checkout”
10. Enter your payment information and click “Submit Payment”.

The EDC office will receive your request and approve your registration. If there are any issues with your registration, we will call you.

If you have any issues using the registration system, please call 856-231-5890 ext. 1004. Please state your name, your child’s name, your phone number, and your email address. We will get back to you as soon as possible

