

## Extended Day Care-Online New Families Directions

856-231-5891 ext. 1004

- 1 [www.daycareworks.com/reg\\_mtlareel/start\\_registration.jsp](http://www.daycareworks.com/reg_mtlareel/start_registration.jsp)
- 2 Under “Available Categories” click on “Extended Day Care”
- 3 Find your child’s school and click on “Click to view Program Offering”
- 4 Click on “Enroll”.
- 5 Please complete all of the information required and click “Next”. If your child does not have any physical conditions we should be aware of, please enter “NA” in this box.
- 6 If you have only one child to register, please skip to step 8. If you have another child to enter, please click on “Add a new child”. This will bring you to the registration screen. Follow steps 2 through 5. Please be aware that the fields to enter the information are further apart on this screen. Please scroll all the way over until you can enter your field information. Click “Save”.
- 7 The cart will read that you have registered another child please enter “Sibling” in the Scholarship field. It will deduct the second registration fee. If you have a third student to add, you will enter “Sibling 2” in this field.
- 8 Please enter your payment information.
- 9 Check off each confirmation.
- 10 Click “Confirm and Enroll”.
- 11 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 856-231-5891 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.

