

Registration Steps for Legacy Kids Care

Welcome!

The following instructions contain two options:

- Creating a new SchoolCareWorks account
- Using an existing SchoolCareWorks account to register for LKC programs.

*****Student ID is required - Please contact your campus if you do not have your student ID*****

TIP - for the most successful registrations it is best to use a home computer rather than a work computer or a mobile device. Some mobile devices do not allow full functionality of the SchoolCareWorks program.

ATTENTION: If you have an existing SchoolCare Works account with Legacy Traditional Schools please do not create another account. If you do not remember your user name contact the Community Education Department for assistance.

A SchoolCare Works account from another district cannot be used with Legacy Traditional Schools.

PASSWORDS: Passwords can be reset by clicking on the *Password Reminder* link on the *Member Login* page. The Community Education Department does not have access to passwords.

ADDING A CHILD: An additional child can be added to your SchoolCare Works account by clicking on the *Personal* tab, and then the *Add a Child link*.

CHANGING DEMOGRAPHIC/CONTACT INFORMATION: Updating your account information must be done through your campus. PowerSchool is our database that houses all account information and it automatically updates your SchoolCare Works account during nightly update. If you make changes in SchoolCare Works it will not be retained.

Step 1: Access the School Care Works website at: <http://legacytraditional.org/schoolcare-works/>

First time SchoolCareWorks users: Click on



The registration window appears

Complete all the fields and click the green CREATE AN ACCOUNT button
Your account is ready for you to use!

Existing SchoolCareWorks users:

Step 2: Click the red *Log In* button and enter user name & password

Member Login

Enter your User Name

Enter your password

Login

Did you forget your Password? [Password Reminder](#)

Messages/Warnings

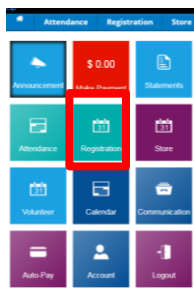
Two emergency contacts must be added before registration can be completed.

You also have the option to add a child but all other information aside from these two changes must be updated at your campus in PowerSchool due to PowerSchool updates SchoolCare Works at night.

OK

Click ok and ensure two emergency contacts are accurate

Step 3: Return to the **home screen** and Click the *Registration* tile



Step 4: Scroll to and click on the green *Click to View Offerings* and select the desired program

(LKC) Legacy Kids Care

Legacy KIDS CARE
Before and After School Program

Legacy Kids Care

Legacy Kids Care is a tuition based, non-licensed, before and after school child care program available to all enrolled students. LKC offers part time, full time, day camps, and drop in day care throughout the school year. LKC is staffed by Legacy Traditional teachers and paraprofessionals. The program provides homework help, curriculum enrichment, and recreational activities.

Click to View Offerings

Step 5: Select Before School, After School, or Family Max. Click enroll

We recommend you read the entire [LKC Policy and Procedures Handbook](#). If you have any questions regarding registration, please contact Community Education at communityeducation@legacytraditional.org or 480-270-5438 Ext 1812.

Location: Legacy Traditional- Gilbert - 2017-2018 LKC - GB - PM - LKC After School

When: 07/24/2017 until 05/25/2018

0.00

Enroll

Step 6: Select student & submit

Step 7: Click the green *Add to Cart* button

 Add to Cart

Step 8: Enter payment information

Step 9: Click the green Complete Registration button

The process is complete and you will receive an email confirmation.

Thank you for registering for Legacy Kids Care! Please print and read through the entire [LKC Policy and Procedures Handbook](#). All registration forms should be completed and turned into your LKC instructor prior to the 1st day of LKC attendance.