AFTER CARE PROGRAM REGISTRATION
PROCEDURES PARENT PORTAL ON THE APP

1. Download the **"DADESCHOOLS MOBILE APP"** on your cell phone.
2. Click on **SIGN IN**
3. When the **"POP-UP"** appears click **CONTINUE**
4. **DO NOT** use username and password, instead sign in with **Apple ID or with Google**
5. Follow the instructions to log into your **Parent Portal**
6. Click on **"APPS"**
7. If you need to add a student, go to **"Add Student,"** and complete the information required. Please note, **it may take up to 24 hours** to access the After Care Program once you add your child to your account.
8. If you child is already added in your account, click on **"APPS."**
9. Click on **"RESOURCES"** at the top of the screen.
10. Click on" **AFTER CARE."**
11. Click on the highlighted **"Please click here to ACCESS HSR" to buy insurance ($13.00)**
12. Click on the **three lines on the top of the screen**
13. Click on **"CHILD INFO",** then click on the arrow on the left side of the middle of the screen
14. Click on **"EMERGENCY CONTACT INFORMATION."**
15. **Complete all fields marked with an *(THIS PART MUST BE COMPLETED),** and upload the **Proof of Insurance** (see the attached example)
16. Click **SAVE**
17. Click **PURCHASE AND PAY**
18. Search for the **AFTER-CARE PROGRAM** that you would like to purchase.
    Story Time from 1:50 p.m. to 3:05 p.m. (PREK, KINDERGARTEN & 1ST GRADE)
    After Care from 1:50 p.m. to 6:00 p.m. (PREK, KINDERGARTEN & 1ST GRADE)
    After Care from 3:05 p.m. to 6:00 p.m. (2nd through 8th GRADE)
19. Click **the green tab to Add to Cart**
20. Make sure **THE PROGRAM(s)** you select appear on the right. If all is correct, **Click on the green Checkout tab.**
21. **Verify the following:**
    √ **Program(s) you are purchasing.**
    √ **Name of School of your child(ren)**
    √ **Service Period Date(s) you are purchasing.**
    √ **Student Name**
    √ **Cost of Program**
22. Click **CONTINUE TO PURCHASE.**
23. Click on the green tab **COMPLETE CHECKOUT.**
24. **Print or save the receipt for your records**