

ENROLLMENT 2019-2020



1 GO TO WWW.RMKCOLORADO.COM

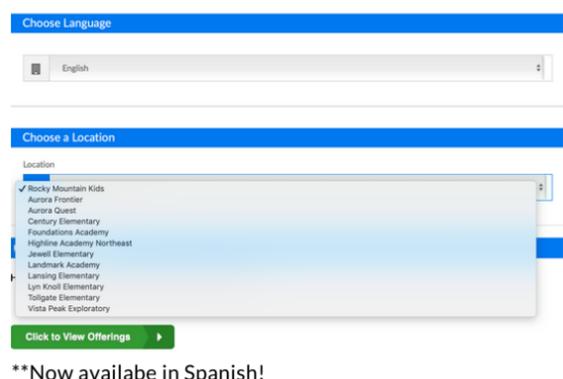
Select the 'Enroll for 2019-20' button on the home page. Then click, 'Enroll with RMK here'. This will take you to the SchoolCareWorks enrollment.



2 CHOOSE LANGUAGE & LOCATION

Select your school age (K-8 or Pre-K - families with both may start at either and reselect the correct age when adding a second child before checkout), then continue.

****ECE program only available at Highline Academy Northeast!**



****Now available in Spanish!**

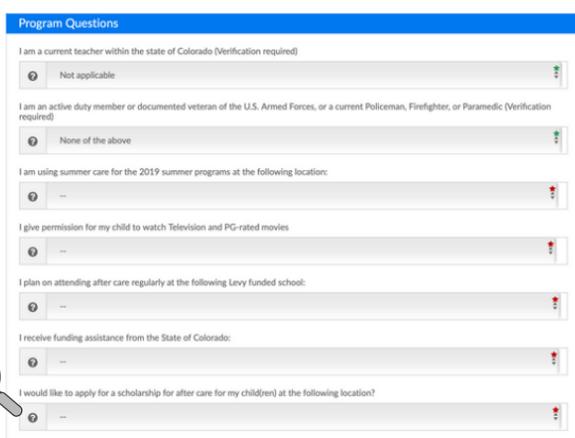
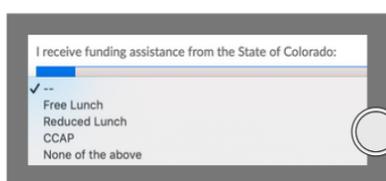
3 CHOOSE PRIMARY SITE

Select your child's primary school, and if attending full day or summer programming, select the additional site(s) for where you would send them for breaks.

*Enrolling at multiple sites will still only charge one enrollment fee per household.

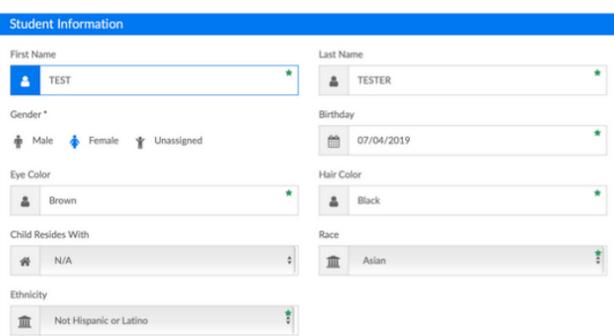
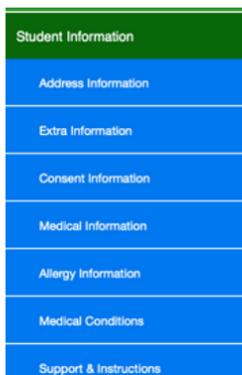
4 PROGRAM QUESTIONS

Complete the questionnaire. If you qualify for any of these, please provide proof of qualification.



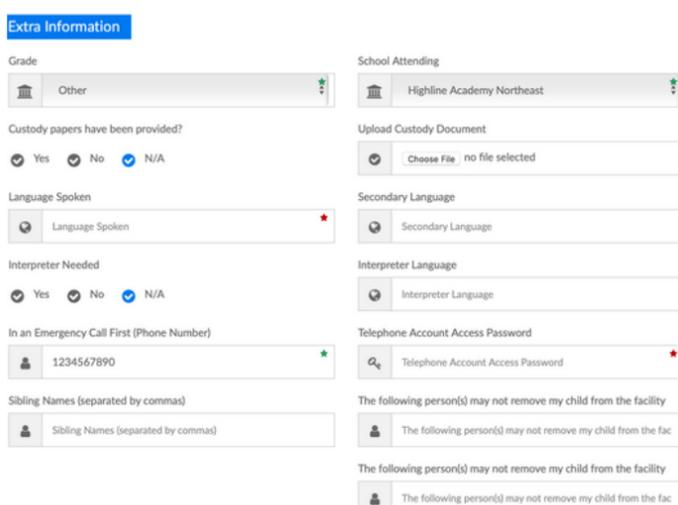
5 STUDENT INFORMATION

Complete the questions regarding your child, including address information, grade, birthday, consent information, medical information & support, etc.



6 ADDRESS & EXTRA INFO

****Telephone Account Access Password is created by guardian/parents for persons not listed on authorized pick-up, but have permission by the parents/guardians to pick up (i.e. family friends, relatives, etc.). Identification is still required at pick up along with password.**



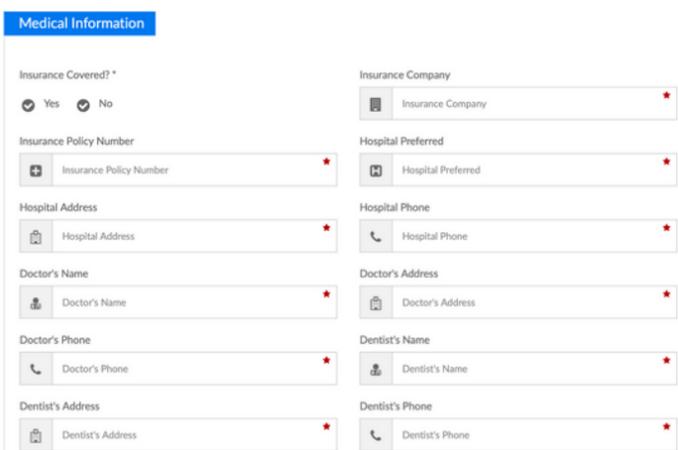
7 CONSENT INFORMATION

Let us know if you give consent for your child to be in the program's photos, which may be posted on our social media, in emails, or on our bulletin boards onsite.

Sunscreen & swim level are for summer program.

8 MEDICAL INFORMATION

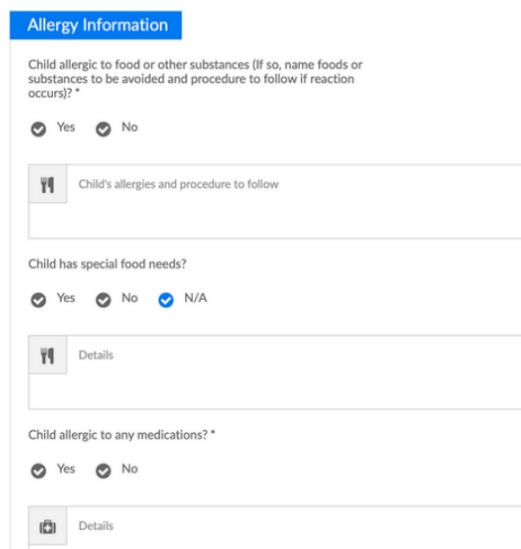
By licensing requirements, you must list your child's doctors' information and dentist's information in case of an emergency.



7 ALLERGY, MEDICAL CONDITIONS, SUPPORT & INSTRUCTIONS

Please complete the information regarding your child's medical needs, allergies, or any support & instructions (if applicable) that may help the staff at your child's site.

****You will be sent forms required by licensing to complete prior to your child attending care. These forms must be completed and signed by your child's healthcare provider, and returned in to your RMK director with any medications needed.**



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8 GUARDIAN INFORMATION

The primary account holder and contact should be listed first.

If your child resides in multiple households, we recommend you list BOTH guardians on one registration, email RMKColorado@gmail.com, and create SEPARATE login information.

Guardian Information 1

Annual Household Income: [Field] Household Size: [Field]

First Name: [Field] Last Name: [Field]

Relationship Type: [Dropdown]

Marital Status: [Dropdown] Race: [Dropdown]

Ethnicity: [Dropdown]

Address same as Add a New Student

Address 1: [Field] Address 2: [Field]

City: [Field] State: [Field]

Zip: [Field]

Work Phone: [Field] Home Phone: [Field]

Email: [Field] Cell Phone: [Field]

Confirm Email: [Field]

Birthdate: [Field] Electronic Signature: [Field]

9 EMERGENCY CONTACT INFORMATION

Emergency contacts should be people not already listed on your child's registration. These contacts will be contacted in case the primary and secondary guardians cannot be reached.

Emergency Contact Information 1

First Name: [Field] Last Name: [Field]

Relationship Type: [Dropdown]

Home Phone: [Field] Work Phone: [Field]

Cell Phone: [Field] Email: [Field]

Confirm Email: [Field]

10 "ADD TO CART"

Once you've completed all required information for registration, click "Add to Cart". You can see an overview of your registration and program selection.

If you have more than one child, you will select "Add a New Student" and complete the process of registration for that child. The multiple child discount will be added upon reviewing your application

Current Registrations

TEST TESTER
Add More Programs
Print Info Card

Add a New Student

Your Program Selections

TEST TESTER
Highline Academy Northeast - K-8 Enrollment
School Year Care 2019 - 2020: 07/24/2019 - 05/29/2020
Edit Program Information

Registration Fee: \$35.00
Total: \$35.00

Apply Scholarship

11 CREATE PORTAL ACCOUNT

On the same screen, create a portal login, then click continue (this is the username and password used to sign up for care).

You can create login information for the second guardian.

**You will be assigned an automatic PIN number upon enrollment approval upon enrollment approval, which can be found within your parent portal under 'Account' for check in/out purposes.

Connect Portal Account Creation

Requested User Id: [Field] Requested Password: [Field]

Requested For Parent: Guardian 1

Primary Guardian E-Signature: [Field] Secondary Guardian E-Signature: [Field]

Edit Guardian and Emergency Contact Information

TEST TESTER N/A N/A

Continue

Payment Information

Confirmation Questions

Subtotal: \$35.00
Convenience Fee: \$1.05
Amount Due: \$36.05

Clear Registration Complete Registration

12 PAYMENT & CONFIRMATION

Click 'Continue' on the payment information screen. You may add automatic payments later.

Answer the final confirmation questions, then click 'Complete Registration'.

Payment Information

Payment Type: [Dropdown]

Go Back Continue

We then review the enrollment, and approve the enrollment once all required items are confirmed, sending parents their approval confirmation email and instructions. Thanks for enrolling with RMK!