


## Before & After School Care Program Registration

Web browsers to use:

**-Chrome   -Firefox   -Safari**

1. Go to [www.dadeschools.net](http://www.dadeschools.net)
2. Click on Parents
3. Click on Login to Parent Portal
4. Log into your Parent Portal using your username and password. **If you do not have a Parent Portal account follow the instructions on How to Create a Parent Portal Account. It may take up to 24 hours to be able to access the Before & After Care Programs once you create a Parent Portal Account.**
5. Click Login
6. Click Apps/Services/Sites
7. Click Focus-Registration and Online Payment System for Community Education Classes
8. Click on My Child
9. Click on Child Info
10. Click on Emergency Contact Information
11. Complete all fields marked with an \*
12. Click Save
13. Click on Registration Documents
14. Click on the Influenza Brochure to read
15. Type your name that you read, agree and acknowledge the influenza brochure
16. Click on the Student Receipt and Acknowledgement Form
17. Type your name that you read, agree and acknowledge the Student Receipt and Acknowledgement Form
18. Click on Media Release Parental Consent Form
19. Click Yes if you read and agree to the terms or click No if you read and do not agree
20. Type your name that you read, agree and acknowledge the Media Release Consent Form
21. Click on Student Accident Insurance (if you have not already purchased the insurance)
22. Click on the bar next to Student Accident Insurance (No Files) to upload proof of insurance
23. Click Save
24. Click  logo to return to the home screen  
(If you want to select a program and pay for an additional child select the correct child from the home screen on the top right-hand side. Duplicate steps 8-24.)
25. Click Purchase and Pay
26. On the Schools drop down menu click clear selected and Select 0071- Eugenia B. Thomas K-8
27. Search for the Before/After Care Program that you would like to purchase.
28. Click the green tab to Add to Cart
29. Make sure the program(s) you select appear on the right. If all is correct, click on the green Checkout tab
30. Verify
  - Program(s) you are purchasing
  - Name of School of your child(ren)
  - Service Period Date(s) you are purchasing
  - Student Name
  - Cost of Program
31. Click Continue to purchase
32. Complete all fields marked with an \*
33. Click on the green tab Complete Checkout
34. Print receipt. Receipt will have a student schedule.