

# ICSAAtlanta ASP Registration Instructions

**Please note, the initial registration process takes about 20 minutes.**

**Once you have completed the initial process, weekly and monthly registration will take about 5 minutes**

1. Go to <https://www.icsatlanta.org/asp> and click on the Registration link. If for some reason you have issues with the link, you can go directly to the registration page by going to [https://www.schoolcareworks.com/registration/icsatlanta/start\\_registration.jsp](https://www.schoolcareworks.com/registration/icsatlanta/start_registration.jsp). All families will need to register here initially, then will use the **Parent Portal** for all future registrations.
2. Click on "Click to View Offerings" under the appropriate section (Lower Campus, Upper Campus, Holiday Camps or ASP Teacher/Staff).

Welcome to ICSAtlanta After School Program

## Lower Campus

Register here for all Lower Campus programs. To register for **Wednesday Only**, simply select the Month or Week you are registering for and you will be able to select **Wednesday Only** under the Tuition Selection section of the registration form.

Click to View Offerings ▶

## Upper Campus

Register here for all Upper Campus programs. To register for **Wednesday Only**, simply select the Month or Week you are registering for and you will be able to select **Wednesday Only** under the Tuition Selection section of the registration form.

Click to View Offerings ▶

## ASP Teacher/Staff Programs

3. To select the program you're registering for, find the appropriate option and click in the box under "Select" and your selection will be highlighted. You will have the choice to enroll for Monthly or individual Weeks. Then click Continue in the bottom right hand corner.

LC - August Monthly	LC - August Week 4
<p>Location: International Charter School of Atlanta 2019-2020 School Year - LC - August Monthly</p> <p>When: 08/01/2019 until 08/30/2019</p> <p>Late Registration Fee: 0.00</p> <p>Select <input checked="" type="checkbox"/></p>	LC - August Week 5
<p>Location: International Charter School of Atlanta 2019-2020 School Year - LC - August Week 1</p> <p>When: 08/01/2019 until 08/02/2019</p> <p>Late Registration Fee: 0.00</p> <p>Select <input type="checkbox"/></p>	LC - September Monthly
<p>Location: International Charter School of Atlanta 2019-2020 School Year - LC - August Week 2</p> <p>When: 08/05/2019 until 08/09/2019</p> <p>Late Registration Fee: 0.00</p> <p>Select <input type="checkbox"/></p>	LC - September Week 1
	LC - September Week 2
	LC - September Week 3
	LC - October Monthly
	LC - October Week 1
	LC - October Week 2
	LC - October Week 3

Selected Room Count: 1

CONTINUE

4. You will then be taken to the registration form. The first section you will see is called Tuition Selection. Here you will choose either Full Month/Full Week or the Wednesday Only option.

The screenshot shows a registration form with a blue header containing the word "Registration" and a person icon. Below the header, a red note states: "The \* and ★ icons indicate mandatory fields that must be filled out." The main content area has a blue bar labeled "Programs" with the text "LC - August Monthly from 08/01/2019 to 08/30/2019 at International Charter School of Atlanta". Below this is a yellow bar labeled "Tuition Selection". The text "Please select a plan for enrollment" is followed by a dropdown menu. The dropdown menu is open, showing three options: "Please select" (with a red star icon), "Full Month - \$350" (highlighted in yellow), and "Monthly - Wednesday Only - \$140" (highlighted in yellow).

5. Continue to fill out the rest of the registration form. Any fields that have a red star or an asterisk\* are Required fields. You will not be able to continue to the next page until those fields have been populated/answered.

The screenshot shows the "Student Information" section of the registration form. It contains four input fields, each with a red star icon indicating it is a required field: "First Name", "Last Name", "Gender", and "Birthday". The "Gender" field has three radio button options: "Male", "Female", and "Unassigned". The "Birthday" field has a date picker icon and the placeholder text "mm/dd/yyyy".

6. Once you complete the form, click "Add To Cart" in the bottom right hand corner.

The screenshot shows the bottom right portion of the registration form. It contains four input fields: "Work Phone", "Cell Phone", "Email", and "Confirm Email". Each field has a red star icon indicating it is a required field. To the right of these fields is a green button with a shopping cart icon and the text "ADD TO CART".

7. On the next page, you have the option to "Add a New Student" if enrolling more than one child. Simply click on the link and follow the same steps as you did for the first child.

The screenshot shows the "Current Registrations" section of the registration form. It features a blue header with the text "Current Registrations". Below the header, there is a card for "Example Family" with a person icon, a plus sign icon, and a red star icon. The card contains the text "Example Family", "Add More Programs", and "Print Info Card". To the right of the card is a green button with a plus sign icon and the text "Add a New Student".

8. The next step is to create a Username and Password for the Parent Portal (also called the Connect Portal). **\*IMPORTANT** – The Parent Portal is where you will register your child(ren) for all future registrations and enter a Credit/Debit Card for ICSAtlanta to have on file. Once you have created a username and password, you can log into the Parent Portal here: <https://connect.schoolcareworks.com/login.jsp>. If you enter a Username that is already in use, try adding numbers and/or special characters to make it unique (a popup will

appear if Username is already in use). Also be sure to click the checkmark under the “Requested For Parent” field (below) so that it turns blue. Then click Continue.

Connect Portal Account Creation Edit

Requested User Id  ★

Requested Password  ★

**Requested For Parent \***

Guardian 1

Primary Guardian E-Signature  ★

Secondary Guardian E-Signature

**Edit Guardian and Emergency Contact Information**

Continue

9. Next, click Continue under the Payment Information section. **Note:** You are not required to pay upon registration. ICSAtlanta will process all unpaid balances every Monday (morning) during the requested week. Please see step 12 for instructions on how to add your Credit/Debit Card for payments.

Connect Portal Account Creation Edit

Payment Information Edit

ICSAtlanta will process all unpaid balances every Monday (morning) during the requested week.

Payment Type  ★

Go Back Continue

10. The next step is to acknowledge the registration confirmation questions. Click in the circle next to the questions and a checkmark will appear noting that you have acknowledged the disclaimer.

Confirmation Questions Edit

ICS Atlanta Exemption Status - This notice is to inform you that as a public school operating our own After School Program (ASP), we are granted an exemption status from Georgia Department of Early Care and Learning's Bright from the Start. In order to meet the terms of this exemption, we are required to inform parents participating in ICSAtlanta's ASP that we are not licensed through Bright from the Start and that we do carry liability insurance. Please sign indicating that you are aware of our exempt status through Bright from the Start.

Tuition for ASP must be prepaid. Monthly registration must be completed by 12:00 AM on the last Friday of each month. Weekly registration must be completed by the 12:00 AM Friday prior to the new ASP week. A late fee of \$10 will apply if any payment is made after the deadline. Registration ends 12:01 AM Sunday prior to the week attending. I understand that the ICSAtlanta Afterschool program ends at 6:30PM. Any pickup after 6:30PM will result in a \$1.00 per minute late fee which MUST be paid upon pickup before the next ASP day. Parents are allowed a late pick up fee of \$1.00 per minute. The school late fee will result in a \$1.00 per minute late fee.

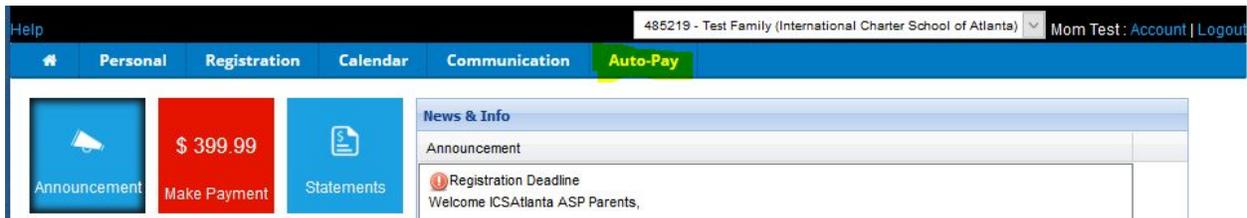
11. Then be sure to click on Complete Registration. You will notice that the Amount Due will show \$0, unless you are registering late (\$10 late registration fee for registering on Saturdays and Sundays). Once ICSAtlanta runs billing, your normal tuition will be posted to your statement (which you may print for your records).

Subtotal	\$0.00
<b>Amount Due</b>	<b>\$0.00</b>



**THE NEXT STEPS MUST BE COMPLETED BEFORE YOUR STUDENT MAY ATTEND ASP**

12. **As stated above, you MUST enter your Credit/Debit card for ICSAtlanta to have on file through the Parent Portal. Log in with your Username and Password you created using the following link:**  
<https://connect.schoolcareworks.com/login.jsp>
13. Click on the Auto-Pay tab.



14. Then click on Add New Payment Method



15. Then enter in all of your information, click in the agreement box and Save.

**Credit/Debit Card Information**

Card Type:

Card Number:

Expiration Date:

Recurring:

First Payment Date:

By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

**SAVE**