

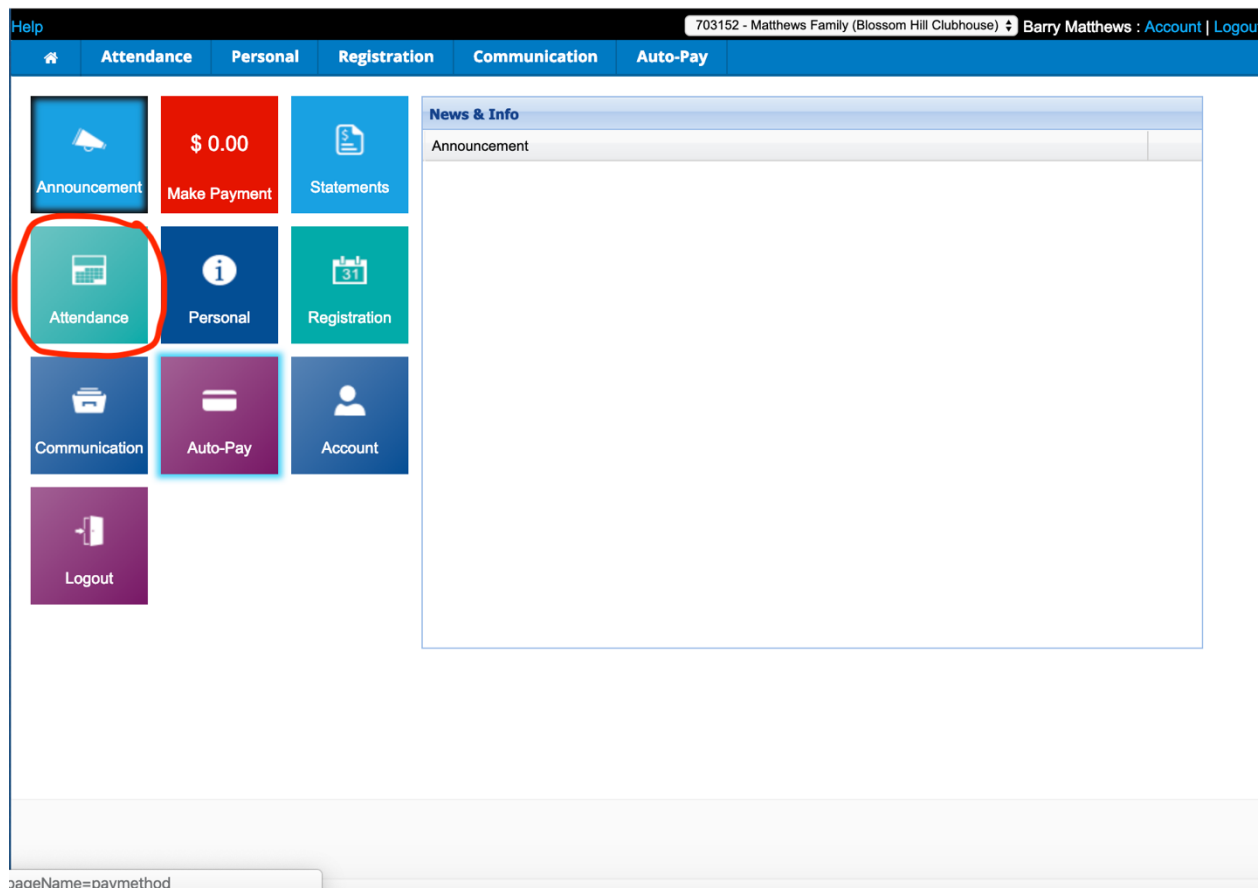
CLUBHOUSE DROP-IN REGISTRATION

HOW TO NAVIGATE:

Welcome Clubhouse families!! Please follow the instructions to properly register your child(ren) for drop in registration. Even though you may have chosen “Drop In Registration” when you originally enrolled for Clubhouse. We ask that all families indicate which days you are planning to send your child as a drop in so Clubhouse staff are aware which students to expect each day in program, as well as, keeping the proper staff to student ratios at each site.

Drop in Registrations needs to be added no later than 8:00am the morning of care needed. We open our “Drop In Calendar” 1 month at a time, so if you know which days of care you need, you are able to register them ahead of time. I am adding screen shots from the parent portal so you can see what it will look like on your end.

Step 1: Log into your Parent Portal account and click the “Attendance” option (see below).



Step 2: After clicking “Attendance” it will take you to the monthly Drop In Registration Calendar. Please make sure the Room states, “*your school clubhouse 2021/2022 Drop In Registration*” Find the date(s) you want to utilize drop in.

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703152 - Matthews Family (Blossom Hill Clubhouse) ▾
Barry Matthews : [Account](#) | [Logout](#)

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Schedule Information

Student: Maria ▾
Room: Blossom Hill Clubhouse - 2021/2022 Drop in Registration ▾

Actions ▾

August 2021 - 2021/2022 Clubhouse >

Start of Week	Mon	Tue	Wed	Thu	Fri
Sun 08/01/2021	02	03	04	05	06
2021/2022 KinderCare Half Day					
2021/2022 KinderCare Full Day 8:00am-6:00pm					
2021/2022 KinderCare 1:30pm-6:00pm					
2021/2022 KinderCare 11:30am-5:00pm					
2021/2022 Drop in Registration					
2021/2022 Before School Care					
2021/2022 After Care Until 6:00pm					
2021/2022 Drop in AM					
2021/2022 Drop in PM					
Sun 08/08/2021	09	10	11	12	13
2021/2022 KinderCare Half Day					
2021/2022 KinderCare Full Day 8:00am-6:00pm					
2021/2022 KinderCare					

Step 3: After finding the day(s) you will need drop in, you will see options for “Drop In AM” or “Drop In PM”. There will be check boxes for you to click indicating which option you need.

2021/2022 Drop in PM					
Sun 08/15/2021	16	17	18	19	20
2021/2022 KinderCare Half Day					
2021/2022 KinderCare Full Day 8:00am-6:00pm					
2021/2022 KinderCare 1:30pm-6:00pm					
2021/2022 KinderCare 11:30am-5:00pm					
2021/2022 Drop in Registration					
2021/2022 Before School Care					
2021/2022 After Care Until 6:00pm					
2021/2022 Drop in AM	☐	☒	☐	☐	☐
2021/2022 Drop in PM	☒	☐	☐	☐	☐
Sun 08/22/2021	23	24	25	26	27
2021/2022 KinderCare Half Day					
2021/2022 KinderCare Full Day 8:00am-6:00pm					
2021/2022 KinderCare 1:30pm-6:00pm					
2021/2022 KinderCare 11:30am-5:00pm					
2021/2022 Drop in Registration					
2021/2022 Before School Care					
2021/2022 After Care					

Step 4: After selecting the days of care needed, click “Save”. You will then be able to view the selected choices by clicking “Attendance” to view the drop in dates you selected.