

# CHAMPIONS®

# HOW TO ENROLL

## Enrolling in Champions is easy in the Parent Portal!

Our online system provides 24-hour access to your account so you can manage payments and schedules, access program information, and more!

### FIRST, REGISTER TO CREATE YOUR ACCOUNT

1. Go to [DiscoverChampions.com](https://DiscoverChampions.com) or scan the QR code to the right and click [My Account](#) at the top of the screen.
2. Click on **Create An Account** and follow the provided instructions.
3. Once you've completed registration, you'll get an automated email from ChampionsHelp@kceducation.com with your **temporary password**.



### SECOND, ENROLL YOUR CHILD (IT SHOULD ONLY TAKE 10 MINUTES)

1. Using your temporary password, **log-in to your account**. If you can't finish enrolling in one session, your temporary password will be valid for 48 hours. You will be prompted to create your own password once you log-in.
2. Select **Enroll Now** to start the process. First, you'll add the name of your child. If you're

#### CHILDREN

You don't have any children currently enrolled. Click Enroll Now to get started.

ENROLL NOW

3. Select the program year you'd like from the drop-down menu on the left, then search by zip code or school name to find your location. Click on the name of the school from the options on the bottom or right of the page, and then click "continue".
4. Follow the instructions to complete your enrollment. **Select the recurring schedule** that your child will most typically follow (you can make changes week-to-week if something comes up).

#### LET'S FIND CHILD ONE'S SCHOOL

Select the school/ summer year you want to enroll your child(ren) in and use the search function to locate the site your child(ren) will attend. For existing Champions, the last location your child(ren) attended will populate.

Select School Year

19-20

ZIP or City

Or Search by Name

When you locate the site you want to enroll at, please click on the site name and continue, to proceed to the next step.

#### 1. SCHOOL NAME

123 School Address  
City, State Zip

Programs Offered for 19-20

Champions  
Champions Fall Break  
Champions Spring Break  
Champions Winter Break

CONTINUE

#### CHILD ONE'S SCHEDULE AT SCHOOL NAME

CHAMPIONS		
SESSION After School	PROGRAM DATES 08/20/2019 - 04/05/2020 TIME Mon - Fri	WEEKLY SCHEDULE Select the day you'd like to schedule. Selecting a "T" day will add you to the wait list. S M T W T F TOTAL PER WEEK 5
START DATE Select when you'd like to start the program. The location is available and does not have a wait list.		
SESSION Before School	PROGRAM DATES 08/20/2019 - 04/05/2020 TIME Mon - Fri	WEEKLY SCHEDULE Select the day you'd like to schedule. Selecting a "T" day will add you to the wait list. S M T W T F TOTAL PER WEEK 5
START DATE Select when you'd like to start the program. The location is available and does not have a wait list.		
Child One's total per week for Champions 5		



If you have difficulties enrolling on the Family Portal, call us at 1-800-246-2154. Champions Family Support is open Monday through Friday, from 9:00 a.m. to 8:00 p.m. EST.

# CHAMPIONS

## HOW TO ENROLL

5. You will then set an electronic **Sign In/Sign Out code** for yourself and your designated emergency contacts. You'll each use your unique code to securely sign your child in and out of our program each day.

### YOUR SIGN IN/OUT CODE

You need a Sign In/Out Code to pick up/drop off your child at Champions. We recommend using your phone number so it's easy to remember and unique to you in our system. You can change it at any time. Keep your Sign In/Out code safe and make sure it's something you remember. Sign In/Out codes must be between 8 and 10 alphanumeric characters. For security and safety, codes are unique to each person and should not be shared.

Current Sign In/Out Code

This must be a unique code

### DEMO'S EMERGENCY CONTACTS

Below are listed your currently available emergency contacts. Select at least 3 and set the relationship to this child.

	Name	Phone	Relationship	Priority	
<input checked="" type="checkbox"/>	Best Person	503-555-1212	Relationship to child	<input checked="" type="checkbox"/> 1	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Next Best Person	503-555-1213	Relationship to child	<input checked="" type="checkbox"/> 2	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Other Best Person	503-555-1214	Relationship to child	<input checked="" type="checkbox"/> 3	<input type="button" value="v"/>

Each child must have 3 Emergency Contacts with Priorities 1, 2, 3.

### Important

Site staff will only release your child to you or those you list as emergency contacts.

EXIT ENROLLMENT

CREATE NEW EMERGENCY CONTACT

BACK

CONTINUE



6. Next, you will take a moment to review our terms and conditions and check the "I acknowledge my understanding and acceptance of the above terms" and click on "finish enrollment" after you can **make a payment** or **set up recurring payments**. We recommend setting up recurring payments so you never miss a weekly payment and avoid late fees or disenrollment.

7. When the process is complete, you'll receive an automated email **confirming your enrollment**. Your Site Director will reach out within 2 business days to share next steps.

8. Finally, **print, sign and submit your enrollment forms to your Champions site** within the 48-hour processing window before your child can start. You'll need access to your child's allergy information to complete these forms. We recommend letting your child's school teacher know they'll be participating in Champions.

## WELCOME TO CHAMPIONS!



If you have difficulties enrolling on the Family Portal, call us at 1-800-246-2154. Champions Family Support is open Monday through Friday, from 6:00 a.m. to 5:00 p.m. PST.