**Our enrollment process has step-by-step instructions and tips, but in case you need it, we have provided a detailed guide below with screenshots.**

Information you will need:

1. Your child's personal information details around any allergies or other medical needs.
2. Emergency Contact information for at least 3 other individuals over the age of 18. These are family or friends that you authorize to only do pick up/drop offs or be able to respond to an emergency, in the case we are not able to get a hold of you. You will need the name, address, and phone number for each.
3. Additional Payer contact information (Optional). This is a person authorized to make payments and receive information about invoices for the child you associate them to via your Champions account.

Please note: For the best experience we recommend using Google Chrome or FireFox to access the Champions Parent Portal. (We do not suggest using Safari browser to access your account) For cellphones, you may need to turn your phone horizontally to see the entire page.

Visit our website www.discoverchampions.com
Click either "My Account" or "Enroll Now" then enter your credentials to log in.
Brand new? Click "Create An Account"
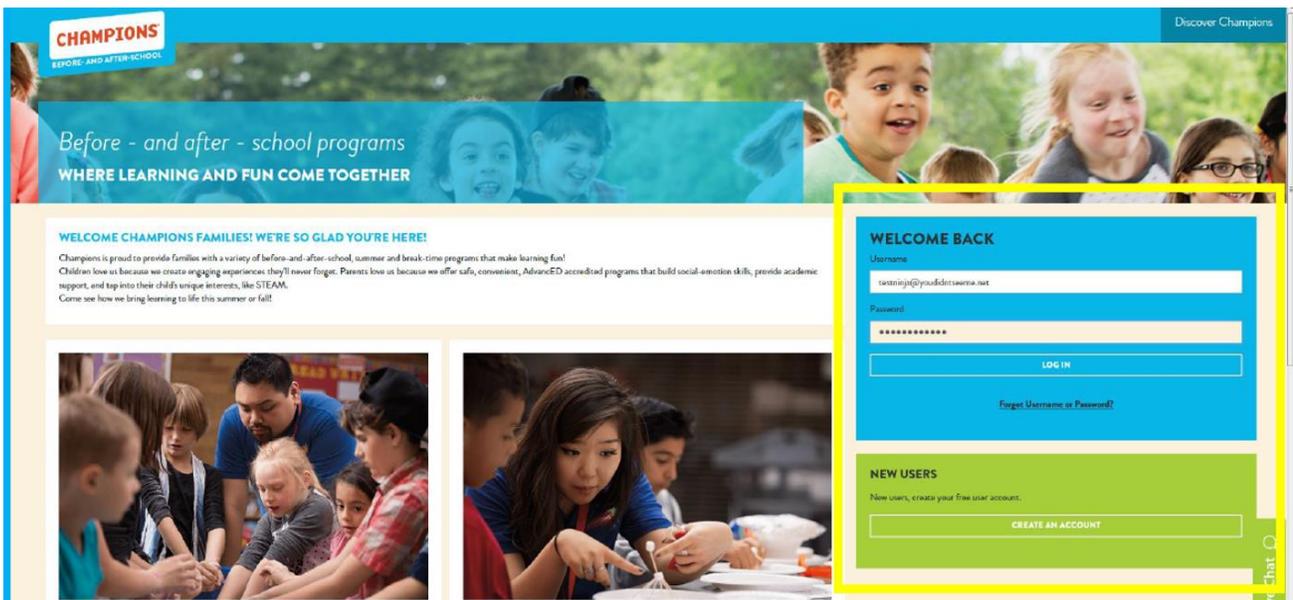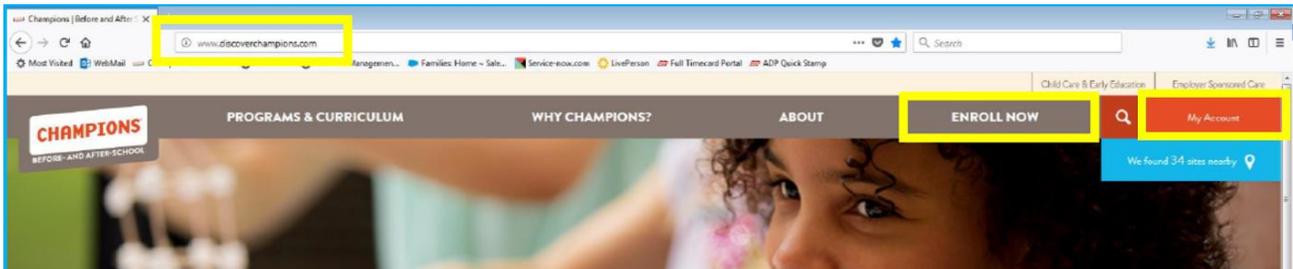
1. From your dashboard, click the "Enroll Now" button.
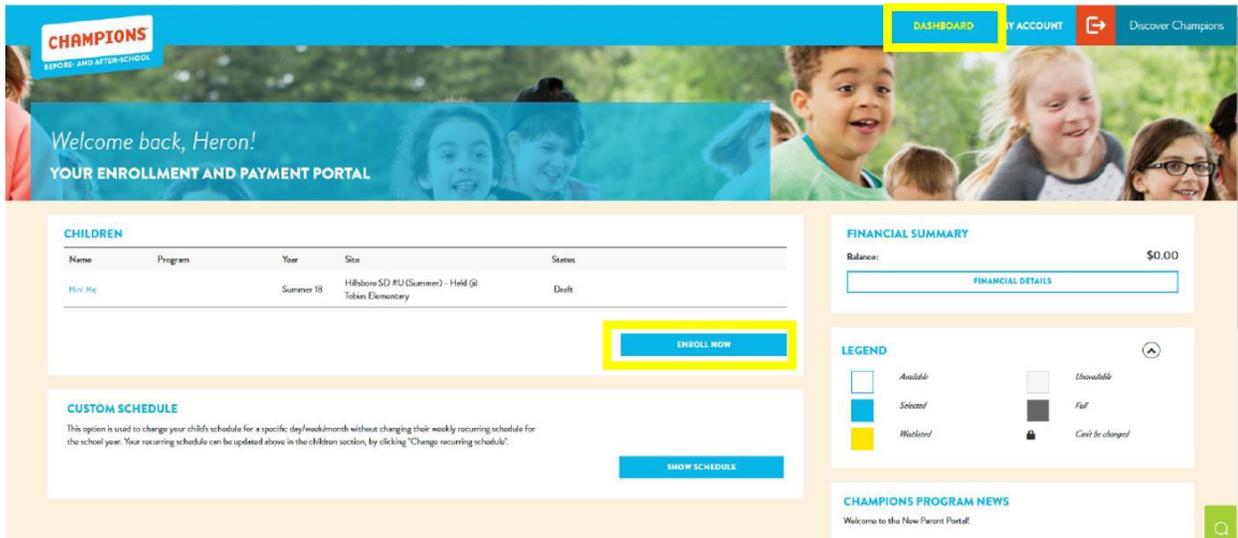
2. Enter your child's information under the section "New Champions" and click "Continue." Changing schools? Select the box next to "Child(ren) will enroll at new School."
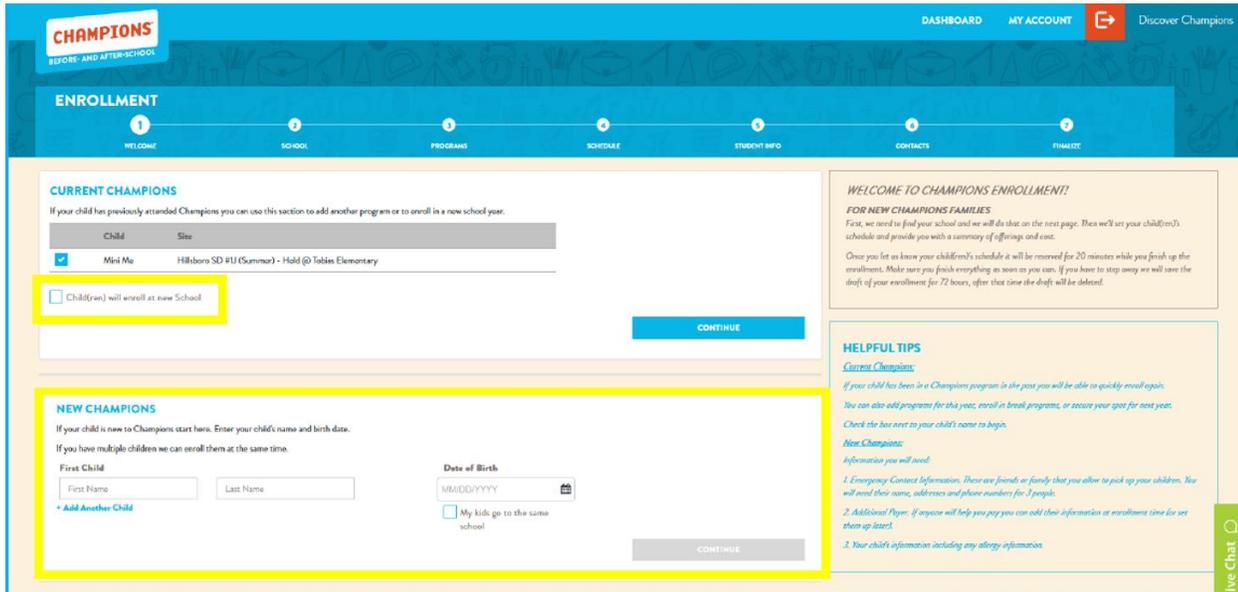
3. Select the program year you'd like from the drop-down menu on the left (this will auto-populate as the current school year, so you must change it if you are enrolling for a program starting in the future), then search by zip code or school name to find your location. Click on the name of the school from the options on the bottom-right of the page, and then click "Continue."
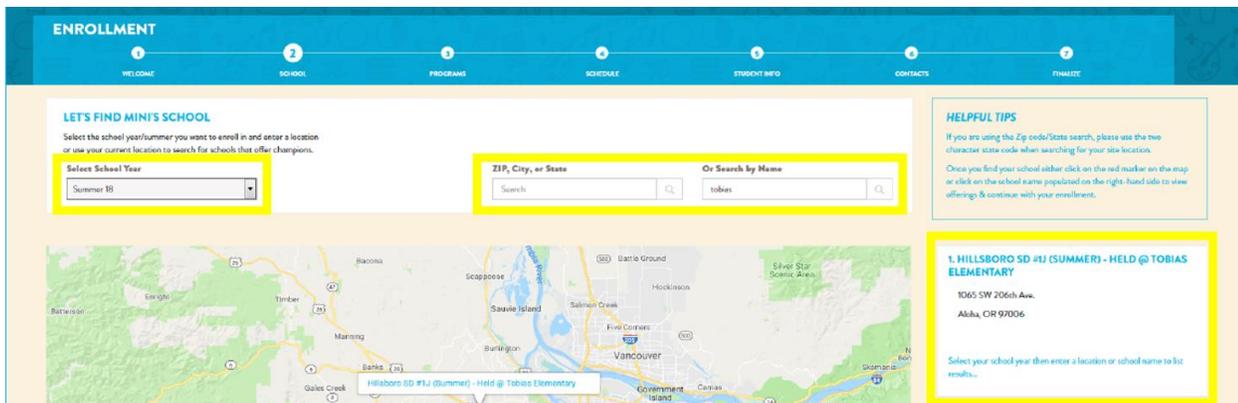
4. Select the programs you'd like for each child by checking the box to the left of their name under each program.

5. **TAKE YOUR TIME HERE!** You will have the opportunity to set a recurring schedule for each child under the sessions available. This schedule will auto-populate each week beginning on the start date you choose. **If you don't change the start date, it will default to either start 2 business days after you complete the enrollment or the first day of the program, whichever comes first.** If your schedule will vary week to week, you can set a blank recurring schedule and then use the custom schedule to add care as needed. Keep in mind this option does not reserve a spot. Only scheduled days guarantee your spot.
If there is a waitlist, you will see a gray box on the day before selecting it. Click the box to be added to the waitlist (it will turn yellow).

Please Note: The earliest possible start date is 2 business days from the time of enrollment. If you need care before then, you can contact our site staff to confirm if there is space. Before they can attend, your child will need to have a completed enrollment and a signed copy of the enrollment agreement turned in to the director.
You can change your schedule week-to-week, but you must make any changes by the Wednesday prior to the week you're scheduled.

7. Ensure your child's information is correct.

8. Add or confirm at least 3 emergency contacts, over the age of 18yrs old. You will need to add a unique Sign In/Sign Out (SISO) code for each person. SISO codes must be 8-10 alphanumeric digits. The system will populate the phone number you enter, (which we recommend) as they fit the requirements and are easily remembered. Enter your contacts' relationships to your child, as well as the order in which you'd like us to call them in case we can't reach you during an emergency. To confirm your contacts, be sure the box to the left of each name is checked.

Your own Sign In/Sign Out (SISO) code will show at the top of the page.

YOUR SIGN IN/OUT CODE

You need a SISO 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 is something you will remember. For security and safety, codes are unique to each person and should not be shared.

Sign In/Out codes must be between 8 and 10 alphanumeric characters. We recommend using your phone number as your code. Doing so helps create something memorable and unique.

Current Sign In/Out Code

6465234448

HELPFUL TIPS

An Emergency Contact is someone you authorize to pick-up or drop-off your child and can approve medical care if you are not available. As the parent/Guardian we will always try to contact you first.

Emergency contacts MUST BE AT LEAST 18 YEARS OLD.

Sign In/Out codes are alphanumeric with at least 8 characters and no more than 10 characters. We recommend using something easy to remember such as the contact's phone number.

MINI'S EMERGENCY CONTACTS

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

	Name	Phone	Relationship	Priority	
☑	Ninja Gaiden	123-456-7891	Life partner of parent	1	
☑	Winny Thapoo	476-545-6165	Life partner of parent	2	
☑	Nunya Business	789-451-3625	Life partner of parent	3	

EDIT NINJA GAIDEN'S CONTACT INFORMATION

Their contact information is required, enter it here.

First Name: Ninja
Last Name: Gaiden
Phone: 123-456-7891
Sign In/Out Code: 789456213

These fields are optional.
Email
Address 1
Address 2
City / State / Zip

☐ Send Sign In/Out Code to this contact's email address

CANCEL   DONE

CREATE NEW EMERGENCY CONTACT

EXIT ENROLLMENT   BACK   CONTINUE

If you want someone who is not listed as an Emergency Contact to pick up your child, you must notify site staff in advance, preferably in writing. Your child will not be released without authorization from you.

Live Chat

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9. Please take a moment to review your enrollment summary, which includes the non-refundable registration fee.

CHAMPIONS
BEFORE- AND AFTER-SCHOOL

DASHBOARD   MY ACCOUNT   Discover Champions

ENROLLMENT

1 WELCOME — 2 SCHOOL — 3 PROGRAMS — 4 SCHEDULE — 5 STUDENT INFO — 6 CONTACTS — 7 FINALIZE

YOU'RE ALMOST DONE

If you see something you want to edit, click the edit link in that section. Note that if you change School or Program, you will need to reselect your Schedule subject to availability.

HELPFUL TIPS

Please take a moment to verify this information before you complete your family's enrollment. Once complete, you can set up your payment account, pay your registration fee and set up a recurring payment account to make things easier for you!

TOTAL TUITION AND FEES

REGISTRATION FEES FOR ALL ENROLLMENTS

Child	Site	Weekly Tuition	Registration Fee
Mini Me	Hillsboro SD #IU (Summer) - Held @ Tobias Elementary	$185.00	$35.00

Enter all your promo codes here, one at a time.

Promo Code   Apply

Registration Fees Subtotal: $35.00
Promo Code Discounts: $0.00
Total Due Now: **$35.00**

When you submit this enrollment, you will be directed to our payment portal and will be responsible for the total registration fee for all the enrollments listed on this page. This payment is nonrefundable.

MINI ME'S ENROLLMENT   SHOW

Live Chat

If you have subsidy assistance, a grant, or qualify for a discount you may inform us of that eligibility in the **Discount and Subsidies** section. Additional documentation will be required to verify eligibility.

Please read over the Terms and Conditions, which is available in English and then in Spanish, then check the box labeled "I acknowledge my understanding and acceptance of the above terms" to confirm.

DISCOUNTS AND SUBSIDIES

If you feel that your child (or you) qualify for any of the following reductions to your tuition, please check the applicable box(es).

Note: Until the discount has been verified and approved by local management and input into the system, you will be responsible for paying the entire tuition amount.

- [ ] **Subsidy (participation varies by location)**
  Payment by a third party agency (e.g. "AZ Dept of Economic Security, CCA" or "Washington DSHS") for tuition charges (plus registration fees where applicable). A copy of your child's authorization letter MUST be received by the Site Director prior to your child attending.
- [ ] **Grant (participation varies by location)**
  Payment by a third party agency (e.g. "Fort Worth School District" or "After School Education and Safety Programs, CA") for tuition charges.
- [ ] **Military Percentage**
  Discount given to parents/children who qualify

TERMS AND CONDITIONS

> It's not as long as it looks!
> We just have it in English and Spanish.

MEDICAL ACKNOWLEDGEMENTS

A. **Medication** I will provide written permission for site staff to administer medication with written instructions from me or the child's health care provider, as permitted by local child care licensing regulations. I will complete and sign authorization forms. I will provide the medication in its original container (with the pharmacist's label for prescriptions) prior to administering the medication.

B. **Illness** If site staff notifies me that my child is ill, I will pick up my child as soon as possible and no later than one (1) hour after being contacted. If my child contracts a contagious illness, I understand that my child may return only when he or she is well, as described in the Family Handbook.

C. **Emergencies** In case of an emergency, I understand that the site staff will attempt to contact me immediately. In the event I am not able to be contacted the emergency contacts I have selected will be contacted in the order I have indicated. I also authorize the site staff to:

   a. Consult a physician or dentist on file for your child.

   b. Administer first aid and/or cardiopulmonary resuscitation.

- [ ] I acknowledge my understanding and acceptance of the above terms.

Click "Finish Enrollment" and you will see a pop-up window giving you the option to return to your Dashboard, view your Enrollment Agreement, or make a payment.

If applicable, you will be invoiced the non-refundable registration fee. This amount is due at the time of enrollment.

After enrollment and payment, you can head over to "My Account" for more account-specific managing tools. Here you can manage your emergency contacts and additional payers.

CHAMPIONS

MY ACCOUNT ⏻ Discover Champions

YOUR ACCOUNT SUMMARY

MY INFO
howard
Account # 101898

Edit Personal and Employer Info
Edit Password/Security Question
Create Sign In/Out Code

← Manage your access

FINANCIAL STATEMENTS
View Statements
View Invoices
View Tax and Flex Spending Statements
Stored Payment Accounts Set-up/Changes
Recurring Payments Set-up/Changes

Manage your payments and financial records

HELPFUL TIPS
MY ACCOUNT is where you can manage and change the information in your account, including your personal information, your financial information and information regarding those who can pick up your child(ren).

Reminder: You are billed based on your schedule, not on attendance. If you need to make any changes in your future schedule you can do so on your Dashboard. Changes need to be made by the Wednesday of the prior week.

ADDITIONAL PAYERS
ADD PAYER

Is someone else helping you pay? Create them their own account.

EMERGENCY CONTACTS

Name	Phone
Pick Up1	111-111-1111
Pick Up2	222-222-2222
Pick Up3	333-333-3333
Pick Up4	223-123-1234

Add or edit emergency contacts → **ADD CONTACT**