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Enrichments Enrollment Guide

To enroll, visit **flexacademies.com**. Click "Enroll Now" in the upper right corner.

Once your account is created, use the link: **login.icaresoftware.com** to access using the password and email you selected.

Children
Fill in all fields. For Site, select your childs' school. For Age-Based Room, select Enrichment. For start date, select today's date. Click SAVE to continue enrollment.

click to upload photo

New Child

| Children | Contacts | Registration Data | Program/Class Enrollment |

PERSONAL

Last Name * Test

First Name * Child

Birth Date * 04/18/2015
6 Year

Gender * Male

ENROLLMENT

Site * Beech Tree (10)

Age-Based Room * Enrichment

Start Date * 09/12/2021

Save

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Contacts

Complete all fields. For Site, select your childs' school. Click SAVE to continue enrollment.

| Children | **Contacts** | Registration Data | Program/Class Enrollment |

Enter your information

PERSONAL

[Save]

Photo

Last Name *	Test
First Name *	Parent
Relationship *	Mother
Main Contact	ON
Can Pick-Up	ON
Lobby Password*	tesp1
Mobile Phone *	(123)555-7890
ℹ Carrier	Cingular
Work Phone	(xxx)xxx-xxxx

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Registration Data

Children	Contacts	Registration Data	Program/Class Enrollment

User-defined fields   Next ▶

+ ALLERGIES

+ REGISTRATION

Click on + sign next to Allergies. List your childs' allergies or write "None" if no known allergies. Click on checkmark to save allergy information.

Children	Contacts	Registration Data	Program/Class Enrollment

User-defined fields   Next ▶

− ALLERGIES

Allergies   None   ✓   ⊗

+ REGISTRATION

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Click on + next to Registration to continue completing registration. List medical conditions and dietary restrictions, or write "None." Select from drop down menu for photo or video permission. Click on each checkmark to save information. Click Next to continue.

Children	Contacts	Registration Data	Program/Class Enrollment

User-defined fields

Next ▶

+ **ALLERGIES**

− **REGISTRATION**				
Medical_conditions	None		✔	⊗
Dietary_restrictions	None		✔	⊗
GivepermissionforPhotorvideo	Yes	▾	✔	⊗

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Upload Electronic Documents. Note: Medication Administration is only required if your child(ren) required medication to be administered in our program.

ELECTRONIC DOCUMENTS ℹ️

Drivers License or Photo ID

[Upload Scanned Document] ⬇ Complete

Instructions: Upload your Driver's License or Identification card

Medication Administration

[Download blank form] [Upload Filled Form] ⬇

Complete

Instructions: null

Permission and Waiver Agreement

[Download blank form] [Upload Filled Form] ⬇

Complete

Instructions: Please read and upload the signed document
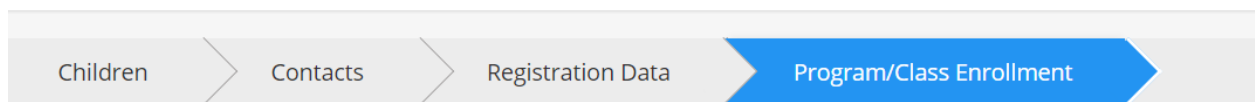
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Program/Class Enrollment

All Enrichment classes for your child's school will populate. Click on the eye symbol located under Detail to see additional information (day, time and price) about an Enrichment. Click on the Enrichment you want to enroll your child in.

click to upload photo

Test, Child

| Children | Contacts | Registration Data | Program/Class Enrollment |

Note: Please click a Program/Class name and confirm the enrollr   Add another contact   Add sibling   Done

Search Programs/Classes

Search Program/Class 🔍

Select site

Beech Tree (10)

Select Program or Class

Programs and Classes

Program/Class name	Site	Start Date	End Date	Detail
Peaceful Picassos Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	👁
STEM FUNdamentals with LEGO Materials Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	👁

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| STEM FUNdamentals with LEGO Materials Grades K-6 (P) | Beech Tree(10) | 10/06/2021 | 12/01/2021 | 👁 |

Description

SCHEDULE

	Mon	Tue	Wed	Thu	Fri
Start Time	N/A	N/A	4:05PM	N/A	N/A
End Time	N/A	N/A	5:05PM	N/A	N/A

DEFAULT BILLS

Amount/Rate	Period	Account	Description
$190.00 ℹ	Onetime	TUITION	TUITION + STEM FUNdamentals with LEGO Materials + One Time(F

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Click Add to Cart.

STEM FUNdamentals with LEGO Materials Grades K-6 ⓘ   ✕

Note: This enrollment requires prepayment. After enrolling, go to the Shopping Cart and pay to confirm the enrollment.

✅ Ongoing   ◯ Select Weeks ▾ ⓘ   ◯ One Day

Room	Capacity/Enrolled	Start Date	End Date
Enrichment	20/0	10/06/2021 ▦ ⓘ	12/01/2021 ▦ ⓘ

View slot details

⟳	Mon	Tue	Wed	Thu	Fri
Start Time	No Schedule	No Schedule	4:05 PM	No Schedule	No Schedule
			▰→		
End Time	No Schedule	No Schedule	5:05 PM	No Schedule	No Schedule

DEFAULT BILLS

Note: Child enrollment date should be between the Program/Class Start and End Date also it should be greater than child's registration date (as in the Profile Page). If an entered slot is full, use the Waitlist button to waitlist the child.

Waitlist   **Add To Cart**   Cancel

If you have completed enrolling in Enrichments for your child/children, follow the steps on this screen. If you want to enroll your child in multiple Enrichment classes, or enroll additional children in Enrichment classes, see steps below.

ⓘ   Enrollment added to cart successfully. Click here to view your cart and make a payment to confirm enrollment.   ✕

To enroll your child in additional Enrichments, close the box shown above, and select additional Enrichments.

To enroll additional children in Enrichments, close the box above and select Add Sibling.

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click to
upload
photo

Test, Child

| Children | > | Contacts | > | Registration Data | > | **Program/Class Enrollment** | > |

Note: Please click a Program/Class name and confirm the enrollm   [Add another contact]   [Add sibling]   [Done]

Search Programs/Classes	Select site	Select Program or Class
Search Program/Class 🔍	Beech Tree (10) ⌄	Programs and Classes ⌄

Program/Class name	Site	Start Date	End Date	Detail
Peaceful Picassos Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	👁
STEM FUNdamentals with LEGO Materials Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	👁

When you have finished selecting all Enrichment classes, follow these steps.

ℹ Enrollment added to cart successfully. Click here to view your cart and make a payment to confirm enrollment.   ✕

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Check each box next to each enrichment to confirm enrollment and show total amount due. Payment is due at time of enrollment. Click Pay.

🛒 2 Cart

	Child Name	Payer Name	Program/Class Name/Activity	Start Date	End Date	Amount	Action
☑	Child Test	Parent Test	Peaceful Picassos Grades K-6	10/6/2021	12/1/2021	$115.00	🗑
☑	Child Test	Parent Test	STEM FUNdamentals with LEGO Materials Grades K-6	10/6/2021	12/1/2021	$190.00	🗑
					Total Amount to pay: $ 305.00		PAY

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For Payment Method, select Credit Card. To make a payment and save a credit card, select Manage Cards. To make a payment without saving a credit card, select Pay Without Saving.

Enter Payment for Parent Test   X

Account Balance $0.00   Apply Coupon

Select Child   Payment Amount

Test, Child ⌄ $ 305.00

Payment (Ledger) Date   Memo

9/12/2021   ⊞   CC Payment

Payment Method

Credit Card	Direct Deposit

Select Card ⌄

Direct Deposit Status
⬤ OFF   ✉ 🔍   Manage Cards   Pay Without Saving   Make Payment

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A Confirmation Receipt will populate on the screen after your payment is processed.

Confirmation Receipt   X

Center	Flex
Transaction Date	9/12/2021 3:18:06 PM
Payment (Ledger) Date	9/12/2021
Payer Name	Test, Parent
Child Name	Child Test
Amount	$305.00
Payment Type	Credit Card Payment
Approval No.:	~~127019224~~
Remark	CC Payment; Credit Card Direct Payment (P)

Thank you for the payment. For further details, please check your registered email ID icaretest346@gmail.com.

Done   Print

The Confirmation Receipt will be emailed along with separate emails confirming each Enrichment enrollment.