



Registration Instructions for Current Families

Dear Current Discovery Link Families,

Registration for School Year 2018-2019 is around the corner! Current families will register **April 16 at 8:00 a.m.-April 27 at 4:00 p.m.** **Registration is NOT first come, first served!** As long as you register within the two week window, and we have all necessary health forms on file, you are guaranteed a spot. We will be using the online enrollment platform, SchoolCare Works for registration. Onsite registration support will be provided at your Discovery Link site on April 16 and 17 from 8:00-10:00 a.m. and 2:00-6:00 p.m.

Discovery Link is pleased to announce a reduction in registration fees this year from \$60/child and \$75/family to \$35/child and \$50/family.

*Please read very important information **below and attached** to set you up for success for school year registration.*

Current Families (Currently enrolled in Discovery Link School Year Before/After School Programs): You should have received an email on 2/27 with a username and password to login to <https://connect.schoolcareworks.com/>.

Click on “Members” to sign in. If you have not logged in and changed it, your username AND your password are your email address on file with Discovery Link. You will then be prompted to update your password. If you have trouble logging in, please email discovery_link@dpsk12.org.

You may go into the system NOW to update information prior to registration going live. This will shorten your registration process.

Quick Tip: If you will be enrolling a new sibling, add them to your account prior to registering. Go to https://connect.schoolcareworks.com, click on “Members”, enter your login information, click on “Personal” and click on “Add New Student” in the upper left hand corner.

You will need to enter an unlock code to register for School Year 2018-2019. This unlock code is unique to current families. **Do not share it.** Any family who shares the code will have their registration and their spot in programming voided. The unlock code was sent to you via email. If you did not receive it, please email discovery_link@dpsk12.org or call 720-423-1798.

REQUIREMENTS:

NOTE: The system will not save your progress. You cannot begin and come back later without starting over. Please have the following information ready BEFORE proceeding: Doctor phone and address, Dentist phone and address, Hospital phone and address, TWO Emergency contacts (who are not the guardians) phone and addresses, and relevant allergy and medication information.

You must select a MINIMUM of THREE days per week to enroll.

Discovery Link registration will only be approved upon receipt of completed, up-to-date immunization forms. This is required for ALL SITES. Please submit forms to discovery_link@dpsk12.org if we do not have an up-to-date record on file. Please do not assume they are on file with the school as many schools do not upload and share them with Discovery Link.

ALL NEW FAMILIES MUST SUBMIT IMMUNIZATION RECORDS IN ORDER TO BE CONSIDERED FOR ENROLLMENT. **Current families-check with your Program Specialist to see if you need updated forms.**

- **A copy of your child(ren)’s Health Appraisal Form is REQUIRED IF your child will attend any of the following “Center Sites”***
 - Any aged child attending Valdez, Lincoln, Sandoval, McKinley Thatcher and CEE
 - Any child aged 5 and under attending Isabella Bird, Brown, Roberts or Westerly Creek



DISCOVERY LINK

A DPS EXTENDED LEARNING & COMMUNITY SCHOOLS PROGRAM

Registration Instructions for Current Families

- Each Health Appraisal Form must have a physician's signature and date your child must return to the doctor for next well child visit or per AAP Guidelines

*"Center Sites" are programs which serve children ages 3-4 as well as school aged youth. These sites have additional requirements mandated by the State of Colorado in order to protect our young children's health and wellbeing.

For a Health Appraisal Form Template, please visit <http://discoverylink.dpsk12.org/wp-content/uploads/2016/08/Health-Appraisal-Form.pdf>.

Important deadlines for the 2017-2018 school year

Due to high wait list numbers, the last day to add any child to the waitlist for SCHOOL YEAR 17-18 was February 27.

The last day to accept new students into a program that has room (for this school year) was April 2.