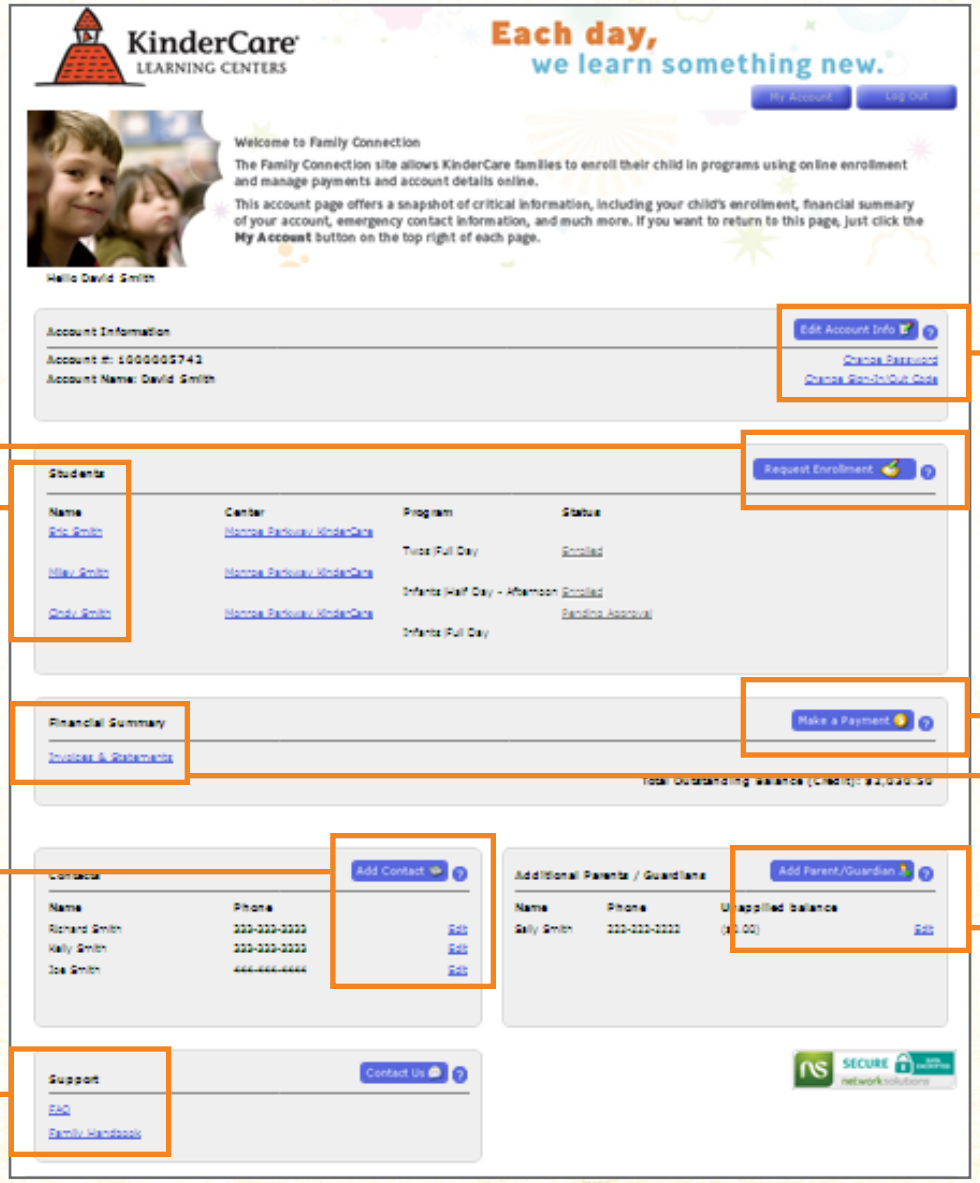
Welcome to KinderCare's Parent Reference Guide for *currently enrolled families*. To introduce you to the NEW Family Connection website, we've put together this step-by-step user guide.



STUDENTS/REQUEST ENROLLMENT:
Update your child's information.

ADD/EDIT CONTACTS:
Edit and/or add emergency contact information for people authorized to pick up your child.

SUPPORT:
Access our Frequently Asked Questions

EDIT ACCOUNT INFO:
Update account information, change your password, or change your Sign-In/Out code

MANAGE FINANCES & MAKE PAYMENTS:
Invoices and Statements: Get detailed account information.
Make a Payment: Set up online tuition payments.

ADD PARENT/GUARDIAN:
Designate a secondary online payer (called "Additional Parent") to pay tuition online.

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KinderCare LEARNING CENTERS

Step I: Type in Username (your e-mail address).

Step 2: Type in *Temporary* Password (supplied by your Center Director).

Step 3: Click "Log In."

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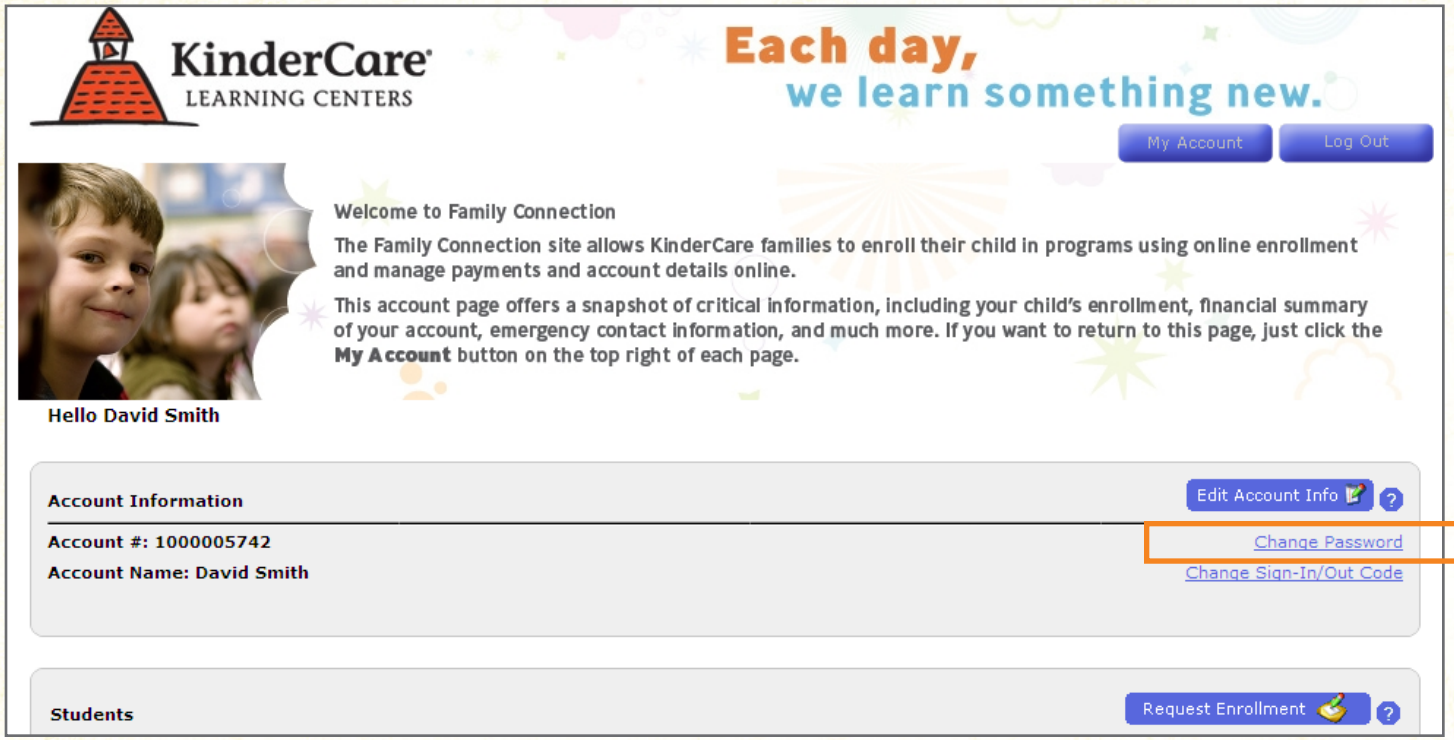
Step 4: Click "Change Password" to set up new password , then follow the online instructions.

Note: Changing your password does not change your sign-in/out code.



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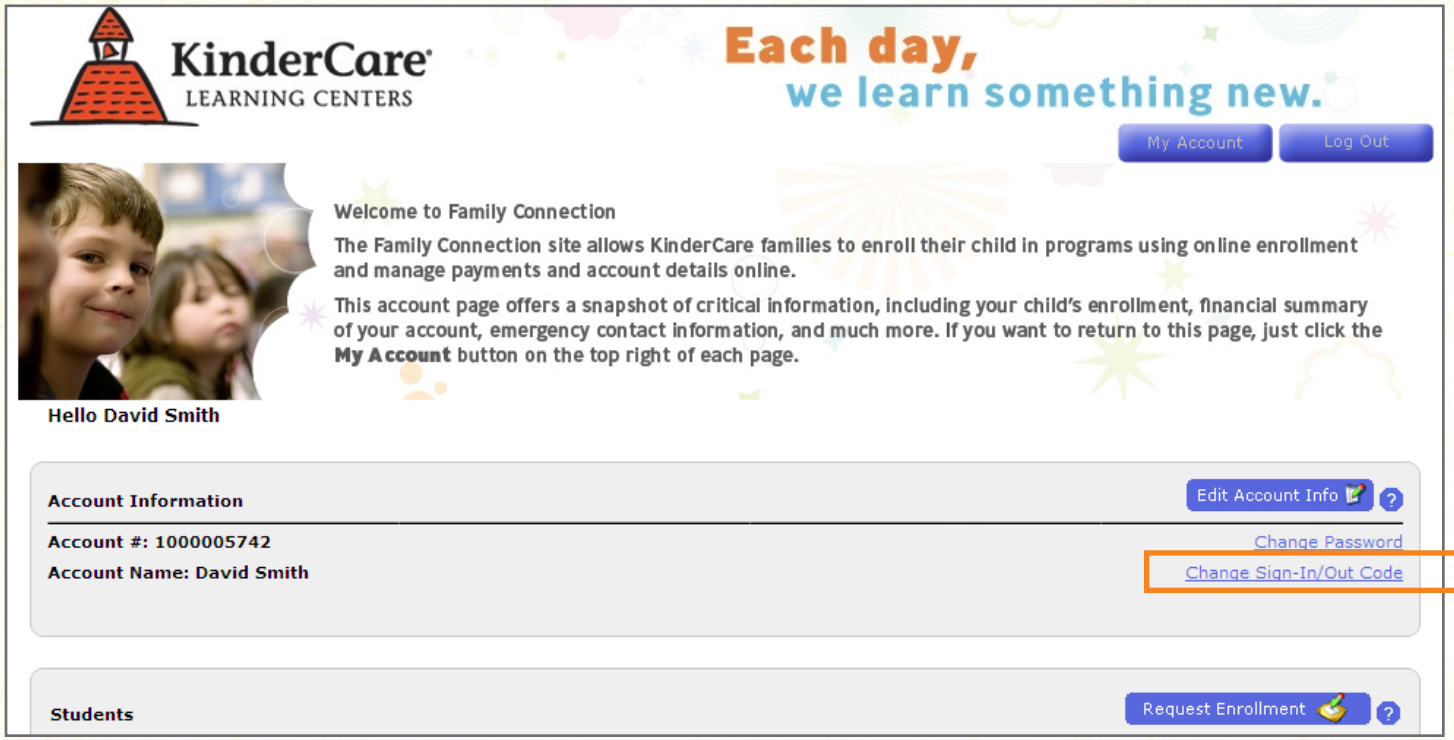
Step 5: Click "Change Sign-In/Out Code," then follow the online instructions to set up a new personal, memorable code that's a minimum of 6 alpha and/or numeric characters.



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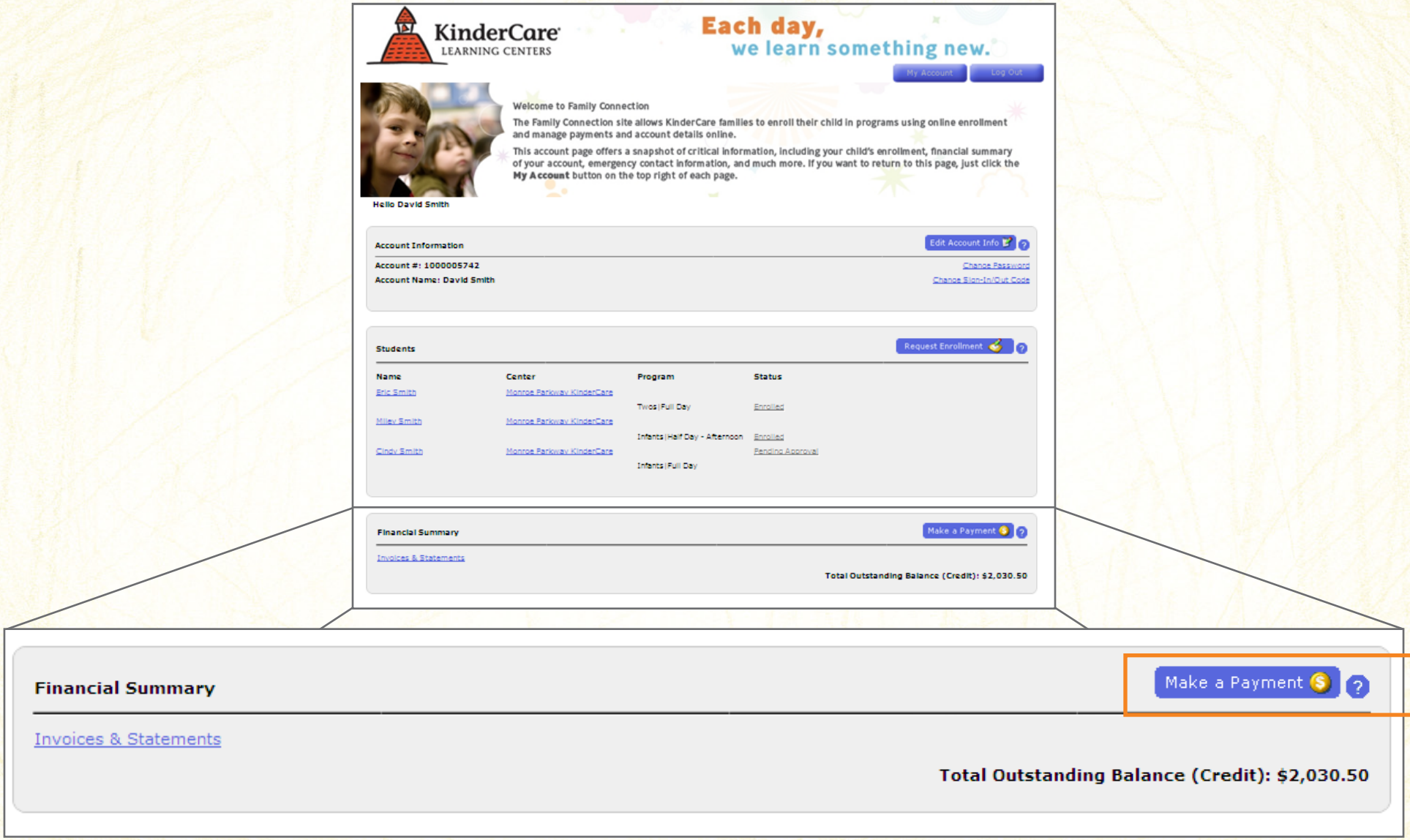
Step 6: In the 3rd section (Financial Summary), click "Make a Payment" to set up your online payment and bank information.



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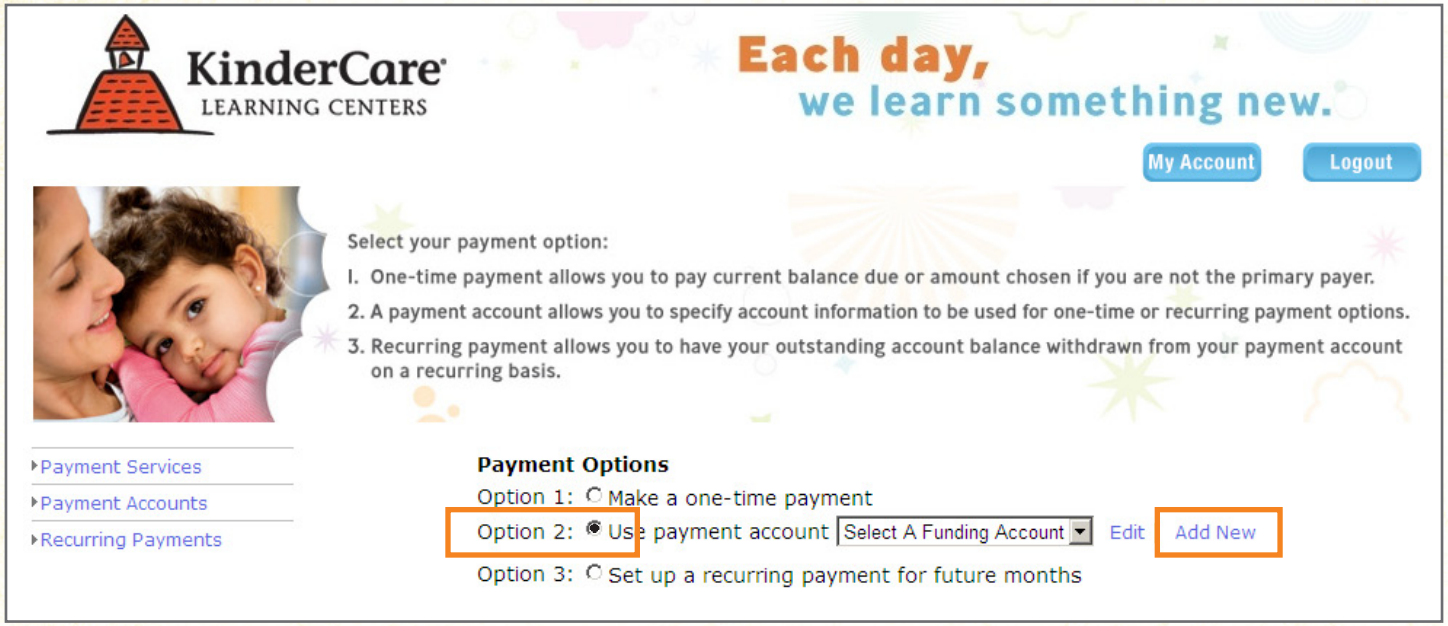
Step 7: You will find several options here. You can either make a one-time payment, set up a payment account for later one-time or recurring payment, or set up a recurring payment for future months.

To set up a payment account, select Option 2, then click "Add New" and enter your payment account information. To protect your privacy, any personal financial information from the previous system must be re-entered.



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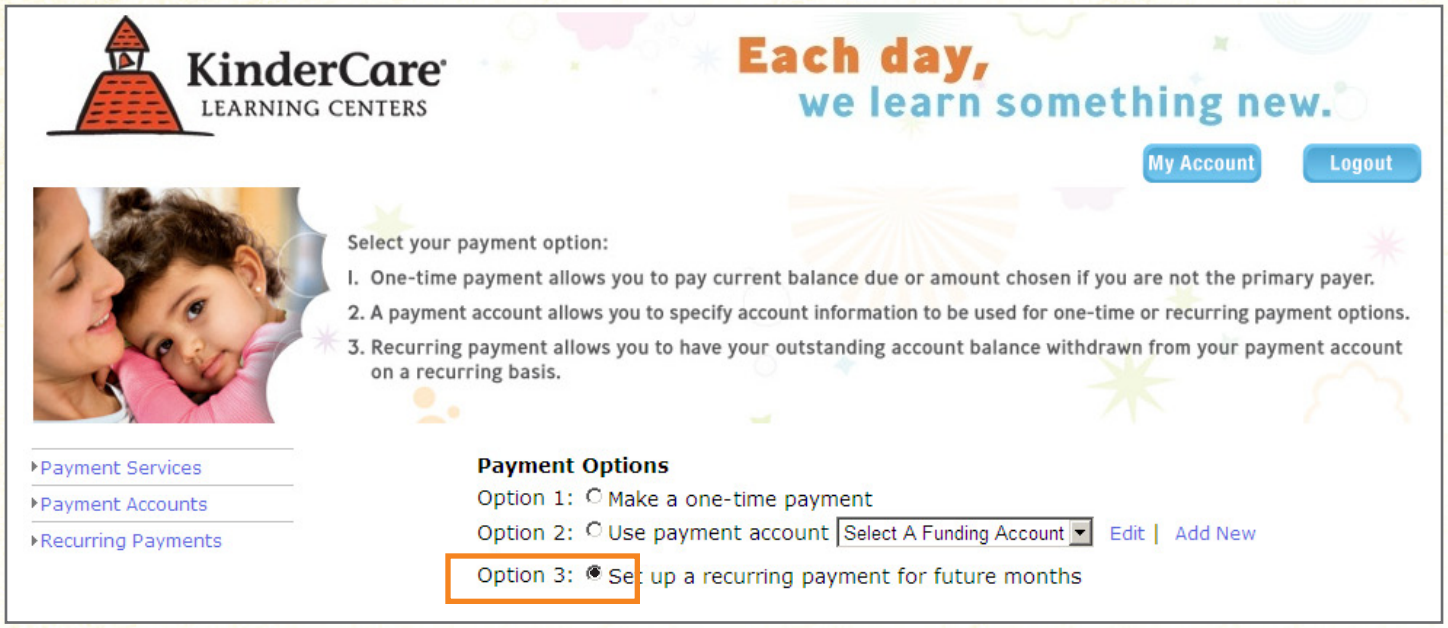
Step 8: Select Option 3 to set up your recurring payment options, then follow the online instructions.



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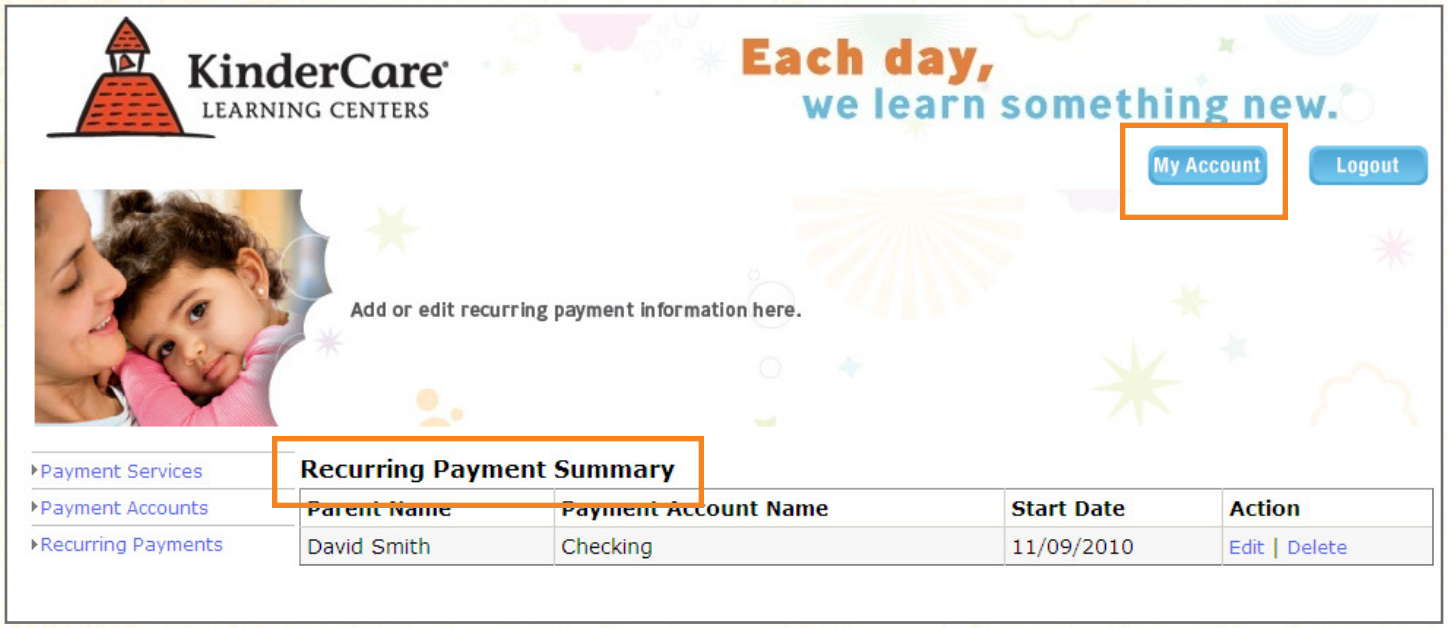
Step 9: Review the Recurring Payment Summary to confirm your payment is accurate and complete.

Note: To return to the main Family Connection homepage, click "My Account" at anytime.



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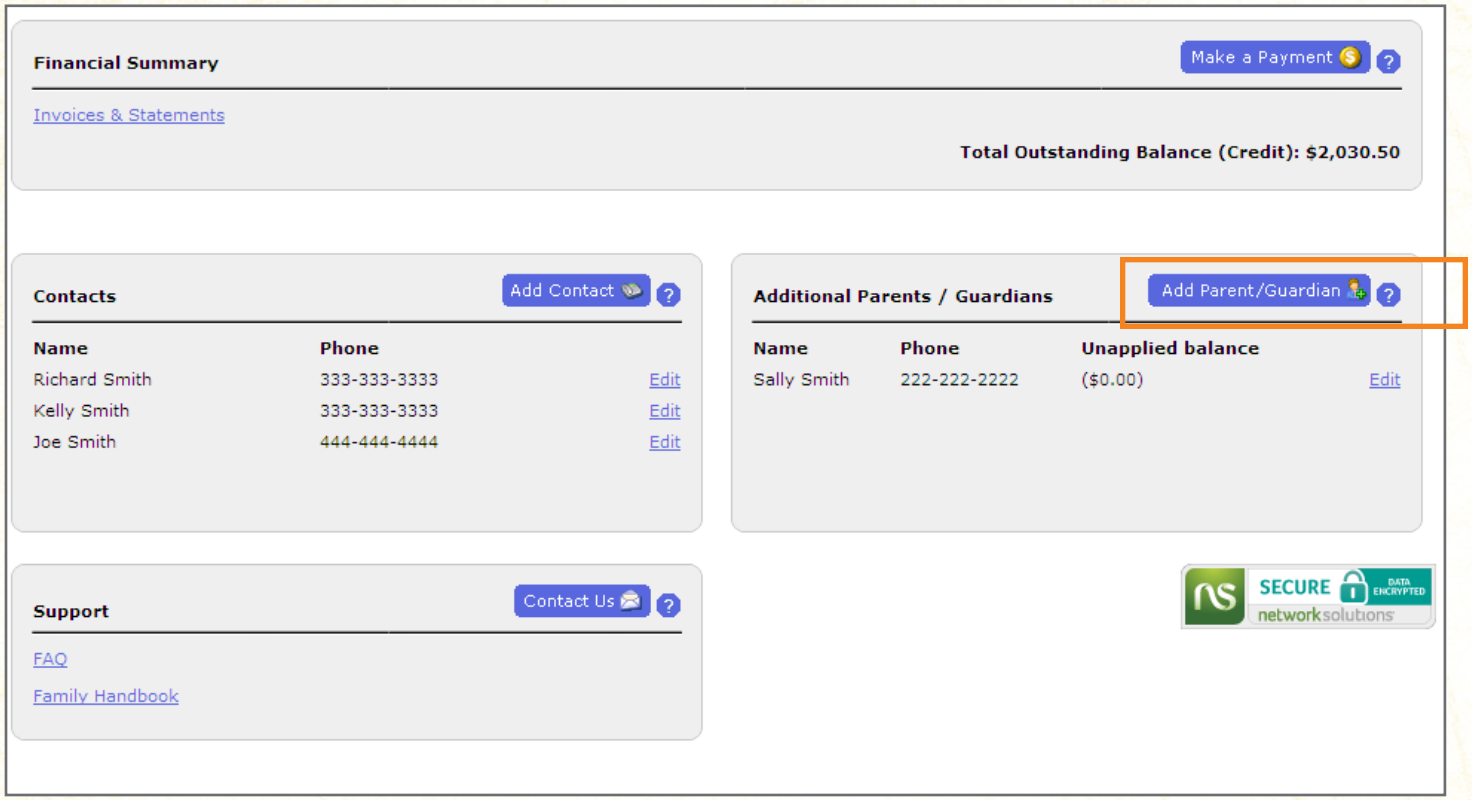
Step 10: The phrase "Add Parent/Guardian" can refer to anyone you authorize to make a payment on your account. To add additional payers to your account: Click "Add Parent/Guardian," then enter the information.



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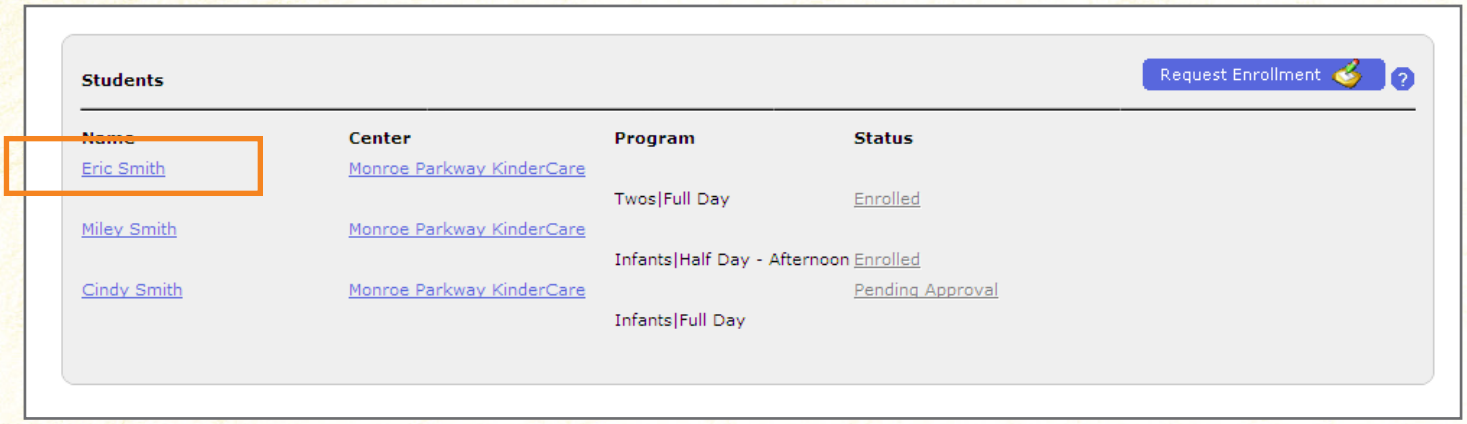
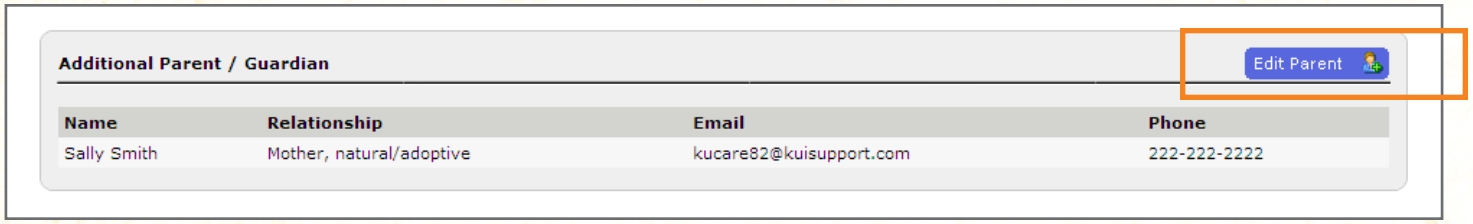
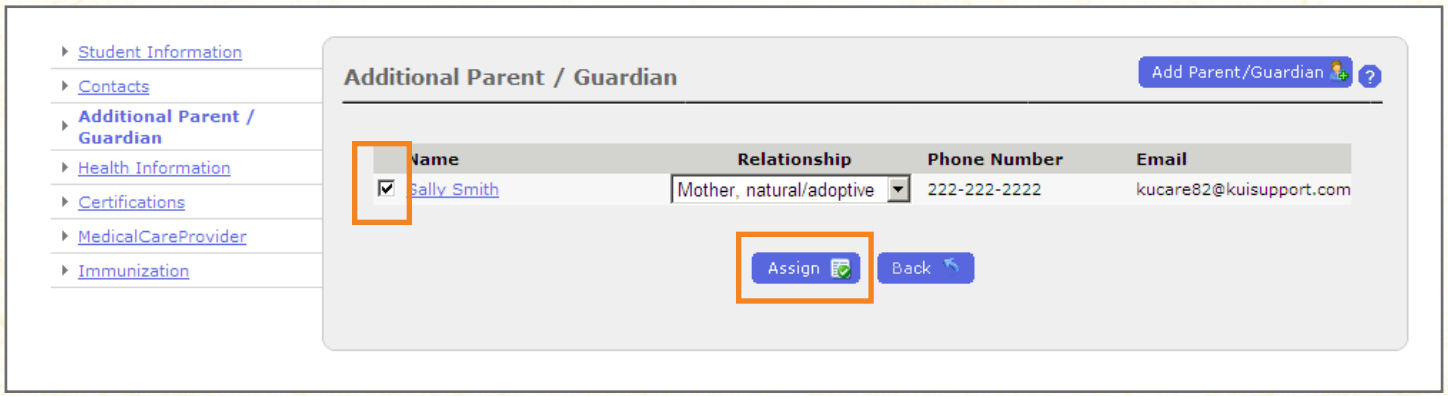
Step II: Adding Additional Payers to Your Account (cont'd): To associate the additional payer with your child, click on your child's name and click "Edit Parent." Check the box next to the payer's name and click "Assign." Repeat for each child you have enrolled.







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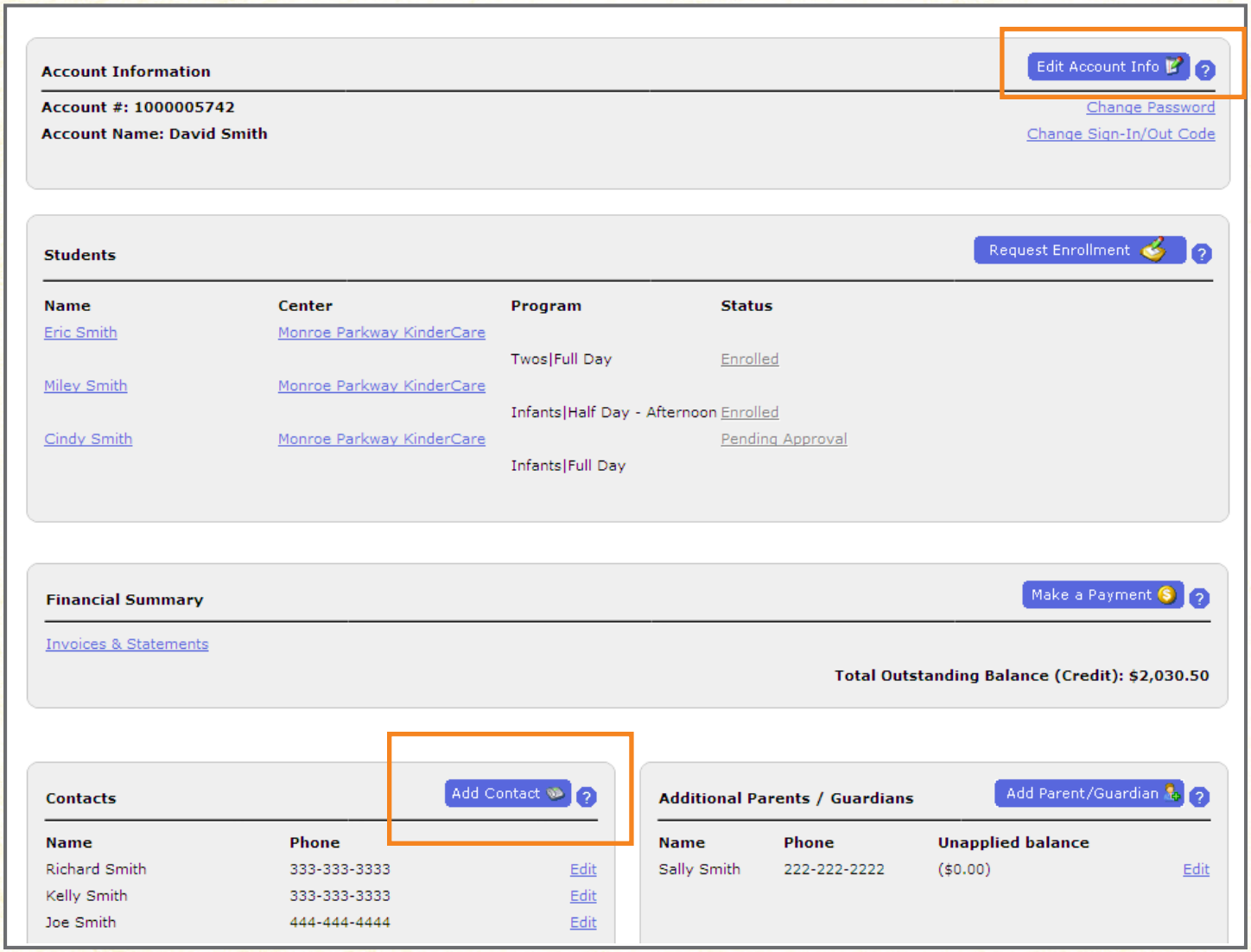
Step 12: Review your other account information and update as needed. If everything is correct, you're all finished!



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