



KID STARS™ PROGRAM

SCHOOL ENROLLMENT MANUAL PART 2: FORMS

2025-2026





Parent(s) Information

Name of Parent 1: _____ Country of Birth: _____

Education: _____ Profession: _____

Is Parent 1 currently working? Yes No If so: Part time Full time:

Parent 1 Contact number 1: _____ Contact number 2: _____

Parent 1 Email address: _____

Parent 1 Home address: _____

Street Name and Number

Apartment / Unit

City

State

Zip Code

Parent 1 Credit Card Information associated with tuition payment:

Credit Card Number: _____ Expiration Date: ____/____/____ CIV: _____

Billing Address (if different from listed above): _____

Street Name and Number

Apartment / Unit

City

State

Zip Code

Name of Parent 2: _____ Country of Birth: _____

Education: _____ Profession: _____

Is Parent 2 currently working? Yes No If so: Part time Full time:

Parent 2 Contact number 1: _____ Contact number 2: _____

Parent 2 Email address: _____

Parent 2 Home address (if different from Parent 1): _____

Street Name and Number

Apartment / Unit

City

State

Zip Code

Parent 2 Credit Card Information associated with tuition payment (if different from Parent 1):

Credit Card Number: _____ Expiration Date: ____/____/____ CIV: _____

Billing Address (if different from listed above): _____

Street Name and Number

Apartment / Unit

City

State

Zip Code



Child's Information

Child's Name: _____ Date of Birth (mm/dd/yyyy): _____

Country of Birth: _____ Time living in the USA? _____

Language(s) spoken at home: _____

Do parents live together? Yes No

If parents do not live together, who does the child live with? _____

Does the child have siblings? Yes No

Please list sibling's names, ages, and school:

	Name	Age	School
1.	_____	/ _____	/ _____
2.	_____	/ _____	/ _____
3.	_____	/ _____	/ _____
4.	_____	/ _____	/ _____
5.	_____	/ _____	/ _____

Does anyone else lives at home with the child: _____



Developmental Information

Pregnancy

Did you have a full term pregnancy? Yes No

Weeks in gestation: _____ Type of delivery: _____ Duration of Labor: _____

Placed in incubator? Yes No If so, for how long? _____

Was your child adopted? Yes No

Physical Development

At what age did your child accomplish the following milestones (age in months):

Lifted head? _____ Turned around? _____ Sat down without support? _____

Crawled? _____ Walked? _____ Jumped? _____

Has your child received any kind of therapy? Yes No

Is your child potty trained?

Was your child breast fed? Yes No

Did your baby learn to suck effectively from the beginning? Yes No

Does child currently takes a bottle? Yes No

Foods

Does your child eat any of the following foods?

Raw vegetables? Yes No

Cooked vegetables? Yes No

Fruits? Yes No

Meats? Yes No

Does your child dislikes any particular foods? Yes No

If so, which ones? _____



Daily Life

Is your child scared of loud noises? Yes No

Does your child take some time to adapt to new places? Yes No

Does your child dislike any kind of textures such as sand, grass etc? Yes No

Which ones? _____

Does your child wake up during the night? Yes No

If so, how many times does the child wake up? _____

Approximately how many hours of sleep? _____ Does your child still nap? _____

Does your child suck their thumb? Yes No

Does your child suck a pacifier? Yes No

Does your child have any difficulty articulating words? Yes No

If so, explain: _____

How would you describe your child? Quiet Active Cries Often Irritable

Academic Experience

Has your child been previously enrolled in Enrichment classes? Yes No

If so, since what age? _____

Name(s) of class(es)? _____

Has your child been previously enrolled in Preschool? Yes No

If so, since what age? _____

Name of previous Preschool(s)? _____

How long do you plan on enrolling in Kid Stars for? _____



Medical Information

Pediatrician's Name: _____

Office Name: _____

Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Does your child suffer from any allergies? Yes No

If so, list which ones: _____

Does your child take any medications? Yes No

If so, list which ones: _____

Has your child had any surgeries? Yes No

If so, specify: _____

Does your child have any special condition? Yes No

If so, specify: _____

Is there any additional information we need to know about your child? _____

List your expectations towards your child's accomplishments at Baby Stars? _____

Disclosure

The information provided in this form is confidential and Baby Stars, its teacher or administrators may not release this information to anyone outside the institution without written consent from the child's guardian. The information will only be used for appropriate instructional purposes.

Parent's Name

Parent's Signature

Date (mm/dd/yyyy)



Pick-Up Authorization Form & Emergency Contact List

All individual listed below are authorize to pick up your child without any previous notice.

Proper photo ID must be provided.

Child's Name: _____ D.O.B. (mm/dd/yyyy): _____

	First and Last Name	Telephone	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



First-Aid Form

Child's Name: _____ D.O.B. (mm/dd/yyyy): _____

Consent for Use of a Thermometer

As parents you have the option to authorize teachers to take your child's temperature. Please mark the appropriate box if you will like or will NOT like your child's temperature to be taken on premises. Note that we only use non-invasive, forehead digital thermometers.

I authorize the Baby Stars'/Kid Stars' personnel to take my child's temperature.

I do NOT authorize Baby Stars'/Kid Stars' personnel to take my child's temperature.

Consent for Topical Cream Application

As parents you have the option to allow teachers to apply a topical cream such as diaper rash cream, antibacterial ointment, and wound cleanser antiseptic, in case of diaper rash or to any cuts and scrapes. Otherwise, children will only be treated with soap and water. Please mark the appropriate box.

I authorize Baby Stars'/Kid Stars' personnel to apply topical creams and solutions to my child.

I do NOT authorize the Baby Stars'/Kid Stars' personnel to apply topical creams and solutions to my child.

Medicine Allergies

My child is allergic to the following medications: _____

Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

*Specific Authority 402.302, 402.305 FS. Law Implemented 402.302, 402.305 FS.
History—New 6-1-97, Amended 3-17-99, 7-26-00, 4-2-02, 7-13-03, 9-12-04, 4-12-07.*

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Medicine Administration Form

If your child requires medicine to be administered during class time or needs for medicine to stay in school all year in case of emergency, please complete the following information and sign at the bottom.

DO NOT SIGN NOR FILL OUT THIS FORM IF YOUR CHILD DOES NOT REQUIRE ANY ADMINISTRATION OF MEDICINE AT THE MOMENT.

Child's Name: _____ D.O.B. (mm/dd/yyyy): _____

				Fill this column only if administered	
Medicine Name	Description (Further instructions, Administer in case of, or any details)	Dosage	Time (if applies)	Date administered	Signature of Parent or Teacher

Medical Administration Form is valid from: _____ to _____
(mm/dd/yyyy) (mm/dd/yyyy)

Please let us know of any additional information necessary regarding your child's medication.

Specific Authority 402.302, 402.305 FS. Law Implemented 402.302, 402.305 FS. History--New 6-1-97, Amended 3-17-99, 7-26-00, 4-2-02, 7-13-03, 9-12-04, 4-12-07.

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Snacks

Child's Name: _____

D.O.B. (mm/dd/yyyy): _____

All children will receive a mid-morning snack every day. Snacks will be different every day and could consist of a seasonal fruit and a side of sweet cracker, cookie, cereal, salty cracker, chip, or pretzels. To drink, children will be given water.

Children younger than 2 must provide a drinking cup with a lid.

Parents are responsible for providing the snacks for their children if they follow a special diet.

Please provide us a list of any food allergies or particular foods your child cannot eat.

My Child will be eating snack from Baby Stars/Kid Stars

My child will be bringing snack from home

Foods child is allergic to

Foods child cannot eat

Specific Authority 402.305 FS. Law Implemented 402.305 FS. History--New 6-Amended 3-17-99, 7-26-00, 1-4-01, 7-13-03, 9-12-04, 4-12-07, repromulgated.

Parent's Signature: _____ Date: _____

(mm/dd/yyyy)



Grooming and Hygiene Release

Child's Name: _____ D.O.B. (mm/dd/yyyy): _____

Diaper Change and Toilet Training

As parents you have the option to authorize teachers to change your child's diaper and assist during toilet training. Please mark the appropriate box if you will like or will NOT like your child to be assisted with diapering and toilet training practices.

I authorize the Baby Stars' personnel to assist my child with diapering.

I do NOT authorize Baby Stars' personnel to assist my child with diapering.

My child does not wear a diaper.

I authorize the Baby Stars' personnel to assist my child with toilet training.

I do NOT authorize Baby Stars' personnel to assist my child with toilet training.

Cut Fingernails Consent

As parents you have the option to authorize teachers to cut your child's fingernails. Please mark the appropriate box if you will or will NOT like your child's nails to be cut/filed when teachers finds them too long to be in school. If you do NOT authorize, please understand that Baby Stars'/Kid Stars' staff and administrators have the authority to ask a parent and/or guardian to take the child home or come to school to cut the child's fingernails.

I authorize Baby Stars'/Kid Stars' personnel to cut my child's fingernails.

I do NOT authorize Baby Stars'/Kids Stars' personnel to cut my child's fingernails.

Parent's Signature: _____ Date: _____

(mm/dd/yyyy)



Application of Sunscreen and Bug Repellent Consent

Child's Name: _____

D.O.B. (mm/dd/yyyy): _____

First application of sunscreen and bug repellent should be at home, prior to bringing your child to Baby Stars/Kid Stars preschool/camp. As parents you have the option to authorize teachers to re-apply sunscreen and bug repellent to your child throughout the day.

Please mark the appropriate box if you will like or will NOT like your child's teacher/counselor to apply sunscreen and bug repellent to your child when deemed appropriate.

I authorize Baby Stars'/Kid Stars' personnel to re-apply sunscreen to my child.

I do NOT authorize Baby Stars'/Kid Stars' personnel to re-apply sunscreen to my child.

I authorize Baby Stars'/Kid Stars' personnel to re-apply bug repellent to my child.

I do NOT authorize Baby Stars'/Kid Stars' personnel to re-apply bug repellent to my child.

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Phone Release

Child's Name: _____

D.O.B. (mm/dd/yyyy): _____

Baby Stars will not distribute children or parent's phone numbers or addresses without prior authorization. Please sign the attached form if you would or would NOT like your personal information to be included in our Member phonebook.

I will like my name(s), phone number, and address to be included in the Baby Star's Member phonebook.

I will NOT like my name(s), phone number, and address to be included in the Baby Star's Member phonebook.

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Discipline Policy

We are required by the Children and Families Department to provide parents with a written discipline policy. Baby/Kids stars will not release the names of children involved in any disciplinary incident. Please sign the attached form and return it to our office. Signing indicates that you have read and agree with our Discipline Policy.

Our program will ensure that age-appropriate, constructive disciplinary practices are used for your child. This care will allow the child time to look over his or her behavior. To ensure a safe and successful program, discipline is a must. We welcome suggestions from parents, so feel free to share them with us.

The following steps will be used for behavior modification:

1. Children will be corrected and asked to change their behavior whether with a gentle look, shake of the head or words to indicate the behavior is inappropriate.
2. Children will be re-directed from the situation where he or she was misbehaving.
3. Children will be placed in "A Safe Space" to have the opportunity to calm down. The child will be separated from the group until he or she feels ready to return to the activity for a total of one minute more than their age (i.e. child is 3yr old then child will be in the "safe space" for 4 minutes maximum.) The responsibility for behaving appropriately is placed on the child.
4. Parents will be contacted if the child does not correct his or her behavior. The teacher will discuss with the parent strategies to help the child overcome his or her difficulties.

When deemed appropriate, based on child's behavior, Baby Stars/Kid Stars reserves the right to terminate or suspend a student from the school, with no financial refund, remove him/her from afternoon activities and/or send the child home for the day. When child is sent home, child will be brought to the office and wait to be picked up. It is the parent's/guardian's responsibility to pick up child from the office immediately.

Section s. 402.305(12), F.S., requires that parents are notified in writing of the disciplinary practices used by the child care facility.

**I, _____, parent or legal guardian of _____,
date of birth (mm/dd/yyyy) _____, have received in writing the disciplinary
practices used by Baby Stars/Kid Stars and are in accordance with them.**

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Parent Teacher Conferences

We are the most progressive and innovative Early Childhood Development education facility in South Florida. Our staff is dedicated to preparing your child to be successful in school. Our teachers work hand in hand year-round and expose your child to high quality stimulation that will increase his/her opportunities to succeed academically and socially. We are very proud of our program and believe in building a strong bond between school and home. We encourage a constant open communication between you and your child's teachers.

Throughout the year you have **two (2) mandatory Parent-Teacher formal conference**. In these meetings your child's teacher will let you know how he/she is doing and if we believe your child needs extra professional help.

It is **your responsibility to attend these meetings**. The school reserves the right to terminate or suspend, **with no financial refund**, a student from the school if parents do not attend both meetings and if the parents chooses not to comply with the recommendations of the school.

I, _____, parent or legal guardian of _____,
date of birth (mm/dd/yyyy) _____, have read and understand the Parent
Teacher Conferences guidelines. I will be responsible to attend and comply with the
school recommendations. If I don't do so, my child can be suspended or terminated from
the Kids Stars program.

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Extracurricular Activity Sign Up

Child's Name: _____

D.O.B. (mm/dd/yyyy): _____

We are happy to announce we will be offering extracurricular classes for students staying full day. After lunch, specialty teachers will be offering music, dance, martial arts, soccer, and Shabbat classes all before 3:15 PM.

Parents are welcome to sign up their children for these extracurricular classes. Classes are optional and children who do not participate will engage in our curricular supplemental activities.

Please check all classes you would like to enroll.

SOCCER

KARATE

LATIN DANCE

BALLET

BACKETBALL

SHABBAT

I do NOT wish to enroll my child in extracurricular activities at the moment.

Parent's Signature: _____ Date: _____

(mm/dd/yyyy)



Outdoor Playground Authorization Form

I, _____ Parent or Guardian of, _____ D.O.B. _____
(mm/dd/yyyy)

Authorize my child to participate in outdoor activities in the Outdoor Play Area/Playground throughout the school year, as part of the daily routine at Kid Stars Preschool and Kindergarten.

I understand that all outdoor activities will be supervised by school staff and are part of the school's educational and recreational programming.

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)

Enrollment Manual Parts 1 and 2 Acknowledgement Form

I _____ Parent or Guardian of _____ D.O.B. _____
(mm/dd/yyyy)

1. Have read and understand all the contents included in the Baby Stars/Kid Stars Preschool and Kindergarten Programs ENROLLMENT MANUAL PART 1.
2. Have read and understand all the contents included in the Baby Stars/Kid Stars Preschool and Kindergarten Programs ENROLLMENT MANUAL PART 2.

Parent's Signature: _____ Date: _____
(mm/dd/yyyy)



Know your Preschool Facility Acknowledgment Form

Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, “KNOW YOUR CHILD CARE FACILITY”

I, _____, parent or legal guardian of _____,
date of birth (mm/dd/yyyy) _____, have received the Florida Department of
Children and Families “Know your Child Care Facility” brochure.

Parent’s Signature: _____ Date: _____
(mm/dd/yyyy)



SCHOOL YEAR 2025 - 2026

August 18, 2025 to June 4, 2026

	HALF DAY COST PER SCHOOL YEAR	FULL DAY COST PER SCHOOL YEAR	EXTENDEND HOURS ADDITIONAL COST PER SCHOOL YEAR
PK-1 - 18 to 24 months	9:00 am to 12:00 pm → \$13,520	9:00 am to 3:15 pm → \$18,280	All groups Early Drop-Off at 8:00 am → \$1,300
PK-2 - 2 to 3 years	8:45 am to 12:30 pm → \$14,150	8:45 am to 3:30 pm → \$18,800	PK-1 Extended Pick-Up at 5:00 pm → \$3,500
PK-3 - 3 to 4 years	8:45 am to 12:45 pm → \$14,560	8:45 am to 3:30 pm → \$19,000	PK-2 to Kinder Extended Pick-Up at 5:00 pm → \$3,100
PK-4 - 4 to 5 years	8:45 am to 1:00 pm → \$15,300	8:45 am to 3:30 pm → \$19,000	
Kindergarten - 5 to 6 years		8:30 am to 3:45 pm → \$21,900	

TUITION PAYMENT OPTIONS AND CONDITIONS

Fees

- > \$250 one-time registration fee for first-time students.
- > \$600 annual security fee per family.

Deposit

- > A \$1000 non-refundable deposit is required to secure space.
- > Deposit payment will be deducted from total tuition cost.
- > Re-enrolling students and siblings have priority enrollment until February 14, 2025. After this date, enrollment is open to all on a first come, first served basis.

Installments

- > Tuition can be split in ten (10) monthly installments beginning August 11, 2025.

Discounts

- > Payment in full or in two installments due August 11, 2025 and January 5, 2026, receive a 5% discount.

- > Parents re-enrolling obtain a 3% tuition price discount when deposit is paid by February 14, 2025.

Additional Terms

- > Parents must complete Registration Forms before the start of the school year.
- > There is a 20% tuition surcharge for parents enrolling for a period shorter than 5 months.
- > Parents who wish to start at a date later than the start of the semester are required to pay tuition from the beginning of the school year in order to guarantee a space.

Child will be enrolling in the following program: ☐ PK1 ☐ PK2 ☐ PK3 ☐ PK4 ☐ Kindergarten

Child will be enrolling in the following schedule: ☐ Half Day ☐ Full Day ☐ Extended Hours

Length of enrollment: ☐ School Year ☐ Fall Semester ☐ Spring Semester

Please indicate your preferred manner of payment:

- ☐ **Option 1:** Payment in full or in two (2) installments due August 11, 2025 and January 5, 2026, receive a 5% discount.
- ☐ **Option 2:** Split in ten (10) monthly installments beginning August 11, 2025.

I _____ have read and understand the Tuition Policy and will comply with the terms and conditions set forth herein.

Name of the child: _____ D.O.B. (mm/dd/yyyy): _____

Signature of parent or Guardian: _____ D.O.B. (mm/dd/yyyy): _____



SchoolCare Works (SCW) System Enrollment Information

We are so glad that you chose Baby Stars and we are very excited to start this educational journey together with you!

As part of your registration, you will need to set up your account within our **SchoolCare Works (SCW) system**. You will be receiving an email with an invitation to log in to the system.

Please check your spam folder as it may go there. Please do not hesitate to reach out if you have any questions, need help, or if there's any additional information I can provide.

Once you've created an account, you'll be able to do the following:

- Sign up and edit autopay
- Manage your account
- Make changes and additions to your child's information
- See school announcements
- Track attendance- And so much more!

HOW DO I SIGN UP FOR AUTO-PAY?

Click the purple Auto-Pay box and fill out the information requested. Your payment will be processed on Monday; credit cards will come out automatically and ACH may take a couple of days to come out of your account.

IS THERE A CONVENIENCE FEE?

Yes, there is a 2.5% convenience fee on debit cards and credit card but no fee if you set up using a bank account.

WHERE CAN I UPDATE MY FAMILY INFORMATION OR ADD CONTACTS?

Click the "Personal" tab or box and click "update information" to change phone numbers, addresses, email addresses, etc.. If you want to add a contact to your account, click "Add New Contact".

HOW DO I VIEW STATEMENTS?

Click the light blue box that says "statements" and you will be able to view and print a PDF version of your statements

You have made an excellent choice for your child's education, and we look forward to the exceptional education and fun-filled days ahead!

I, _____, parent or legal guardian of _____,
date of birth (mm/dd/yyyy) _____, have received information to create an
account within the SchoolCare Works System and read pages 21 to 27 with Kaymbu's
Welcome Packet and User Guide.

Parent's Signature: _____ Date: _____

Kaymbu

Information for Families

www.kaymbu.com

About Kaymbu

Kaymbu is a software that educators use to capture documentation of student learning and activities, complete assessments, plan classroom lessons, and is designed to enhance communication.

Why Kaymbu

Kaymbu bridges the gap between home and school! Visual updates will give you a window into the classroom, helping you to connect with your child's learning experiences and school activities, and to continue the conversation at home! Your school also uses Kaymbu to digitally document your child's growth throughout the year.

Privacy and Security

Privacy and security is a critical requirement for the Kaymbu system. We serve thousands of early education programs across the country and there is nothing we take more seriously than the security of the data and media we manage on their behalf. Media captured in the system is ultra-secure and never used for any purpose outside of your school's communication and classroom documentation.



“ As a mom, the desire for information about my children's time at school is insatiable! Kaymbu provides me with treasured glimpses into their daily interactions and development. ”

Hillary White, Kaymbu Parent

FAQ

What will I receive?

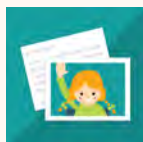
As a family member in the system, you will receive pictures, videos, messages, and more from your child's school and teachers! Unlike conventional updates, these are customized and feature only material relevant to your family. All of the moments you receive are available for download and are yours to keep forever.

Can I share with my child's teachers?

There are a variety of ways to use the Kaymbu system to share with your child's teachers and respond to communication from them. You can respond to messages sent to you through the Kaymbu system, comment on observations, and use the Kaymbu for Families app to send important messages related to screening information and morning check-ins!

How do I receive information?

You can receive information via text, email, or via the Kaymbu for Families app!



The Kaymbu for Families App is an easy and convenient way for you to receive information from your child's teacher! Simply download the app from the App Store or Google Play, then enter your email address connected to your child's profile!

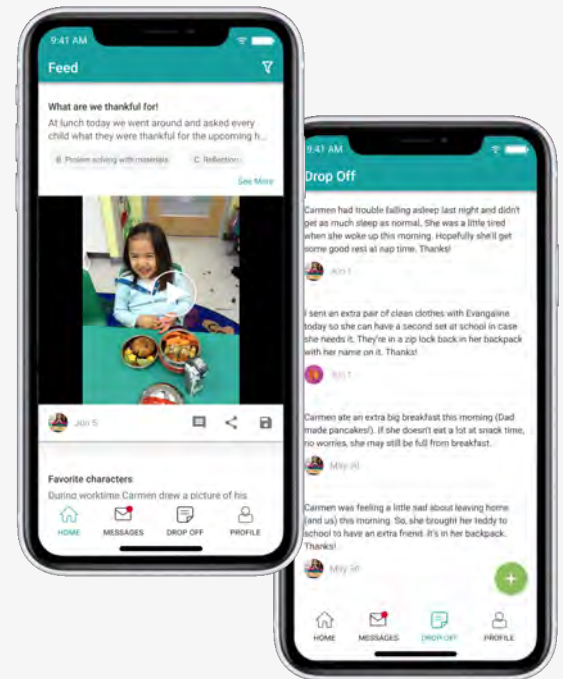
Overview

Kaymbu





What does the app allow you to do?

Through the Kaymbu for Families app, you can receive information from your child's school, and share drop-off information and updates on your child's learning with their teachers.

The Kaymbu for Families app is connected to Kaymbu, which your child's program uses to give you a window into your child's school life. With Kaymbu, teachers record photos, videos, and anecdotes of classroom activities to document your child's progress and growth, and give you deeper insight into their learning experiences.



How it works

-  **Home:** A feed of documentation your children's teachers have shared with you. It might be photos, videos, or anecdotes of classroom activities, newsletters, or learning portfolios.
-  **Messages:** An inbox for messages teachers or administrators have sent you from Kaymbu.
-  **Drop Off:** A log of your drop off notes. Click the green plus button to add a new note and check your child in for the day.
-  **Profile:** A page to manage your contact information and notification preferences.

FAQ

How do I get set up?

Download the Kaymbu for Families app from Google Play or App Store

Log in with the email address or phone number your child's teachers have saved on file for you

How do I check in my child?

You can check your child in and add a drop-off note by clicking the green plus button. You'll be able to select your child (or children) and check them in for the day. You can add a note and may be asked to sign a liability waiver that was set by your child's program.

Who else can check my child in?

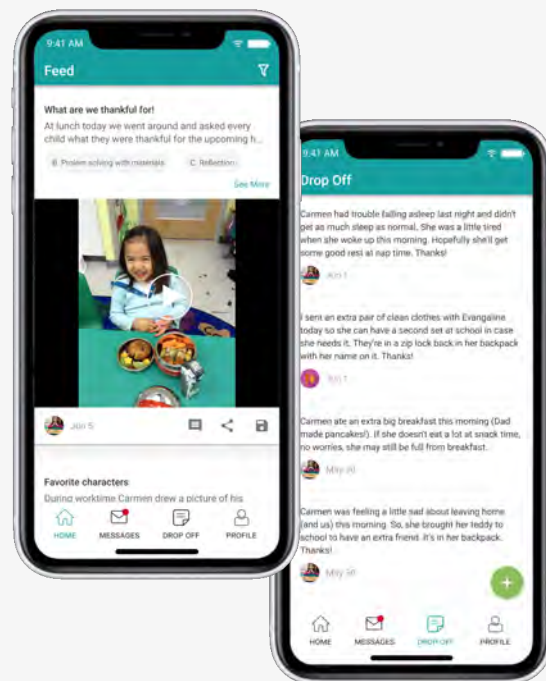
Any family members who are on your child's Kaymbu profile can check your child in and add drop off information. However, they will not be able to see anything that you have added or shared.

DESCRIPCIÓN


¿Qué le permite hacer la aplicación?


A través de la aplicación de Kaymbu para familias, usted puede recibir información directamente de la escuela, compartir notas de la llegada de su niño al salón de clase e intercambiar documentación con los docentes y administradores sobre el desarrollo del aprendizaje de su niño desde casa.


La aplicación Kaymbu para familias está conectada directamente a la plataforma de Kaymbu, la cual es usada por el programa educativo ofreciendo una vista a la vida escolar de su niño. Con Kaymbu, los docentes graban fotos, videos y anécdotas de las actividades diarias dentro del aula para documentar el progreso y crecimiento de su niño. Le ofrece una visión más profunda sobre las experiencias de su aprendizaje.




Cómo funciona

 **Inicio (Home):** Una fuente (feed) de documentación que los docentes de sus niños han compartido con usted. Estos Momentos pueden ser fotos, videos o anécdotas de actividades en el aula de clases, Resumen Semanales o Portafolios de aprendizaje. Seleccione el botón verde con signo de más (+) para compartir una foto o video del aprendizaje de su niño con los docentes.

 **Mensajería:** Es la bandeja de entrada de todas las Conversaciones y Anuncios que han sido enviados por los docentes y administradores. Cabe notar que los anuncios son de solo lectura, pero puede responder a una conversación existente o iniciar una nueva seleccionando el botón verde con signo de más (+) en la parte inferior derecha.

 **Notas de Entrega:** Un récord de todas las notas registro de entrega de su niño. Seleccione el botón verde con signo de más (+) para agregar una nueva nota y registrar a su niño por el día.

 **Perfil:** Una página donde podrá administrar la información de su contacto y sus preferencias de notificación.

Preguntas más frecuentes (FAQ)

¿Cómo Configuro mi perfil?

Descargue la aplicación de Kaymbu para Familias en su dispositivo usando Google Play o App Store. Inicie sesión con la dirección de correo electrónico o el número de teléfono que fue agregado al perfil del niño por los docentes.

¿Qué puedo hacer en la aplicación?

Podrá compartir fotos y videos del aprendizaje de su niño desde la página de inicio (*home*), seleccionando el botón verde con signo de más (+).

Puede iniciar un diálogo con los directores y docentes desde la página de Mensajería seleccionando el botón verde con signo de más (+) o respondiendo directamente a una conversación ya abierta.

Podrá registrar a su niño y agregar un comentario desde la página de Notas Entrega al seleccionar el botón verde con signo de más (+). Podrá seleccionar a su niño (o niños) y registrarlos por el día. Puede agregar una nota y según los requerimientos establecidos por su programa, es posible que se le pida que firme una verificación de responsabilidad.

¿Quién más puede registrar a mi niño?

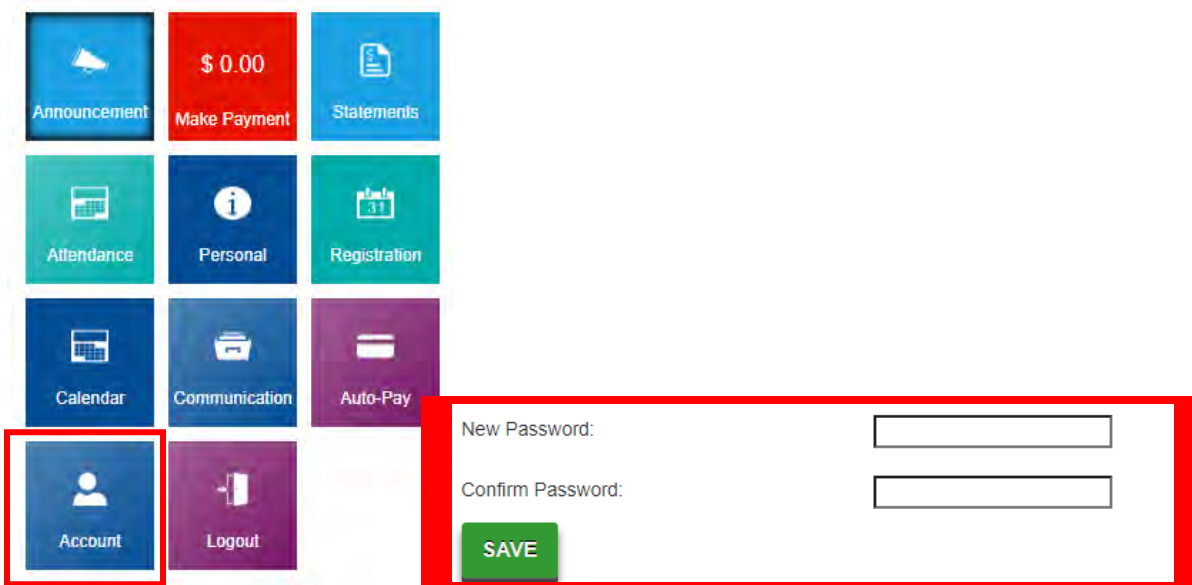
Cualquier miembro familiar que haya sido agregado al perfil del alumno en COR Advantage, podrá registrar y agregar una nota de entrega. Sin embargo, no podrán ver lo que se haya agregado o compartido previamente por usted.

Para obtener soporte técnico, comuníquese con nuestro equipo a través del correo help@kaymbu.com

Parent Portal User Guide

How do I change my password?

Upon logging in for the first time, you will be prompted to change your password to a more secure password. After your initial log in, you can choose the password reminder at the bottom of the log in page if you forgot your password. If you just wish to update your password, you can choose the account tab, change your password, confirm it and then press the save button.



The screenshot shows the Parent Portal dashboard with a grid of icons. The 'Account' icon (a person silhouette) is highlighted with a red box. To the right, a red-bordered box contains the password change form:

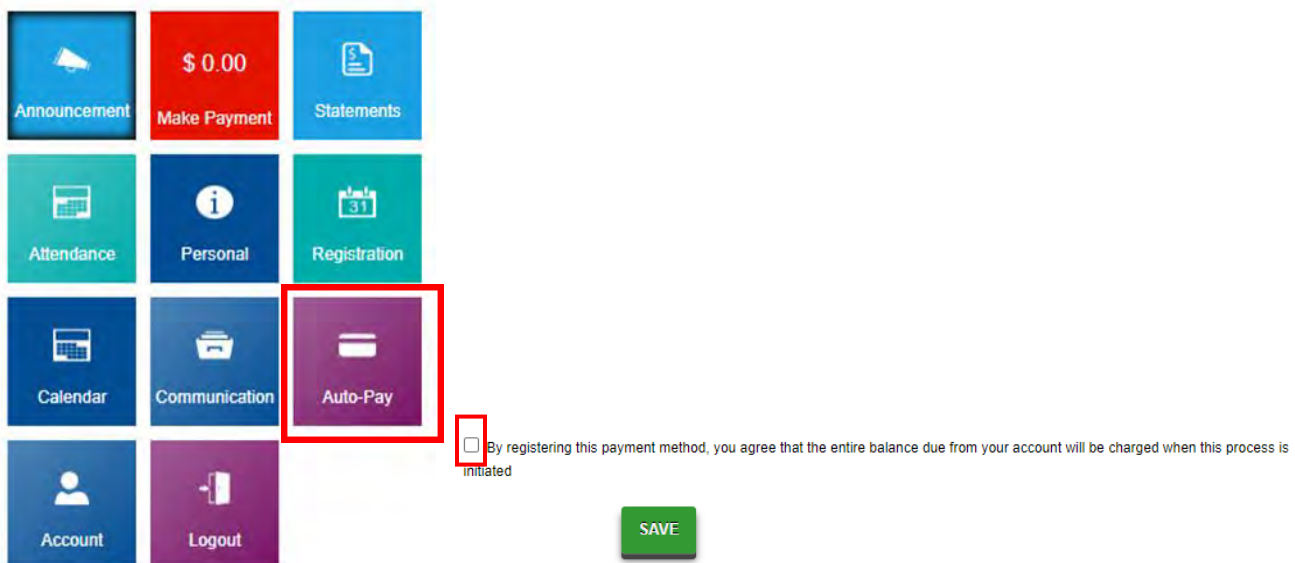
New Password:

Confirm Password:

SAVE

How do I set up auto pay and when will my payment be processed?

Click the purple Auto-Pay box and fill out the required information. Make sure you click the small box at the bottom of the page. Your payment will be processed every Monday (for schools that bill weekly) and the first of each month (for schools that bill monthly). Credit cards will process immediately, and checks may take a few days to post to your account. The first time you process using an ACH transaction, it may take up to 7 days as there is a payment validation process.



The screenshot shows the Parent Portal dashboard with a grid of icons. The 'Auto-Pay' icon (a credit card) is highlighted with a red box. Below the grid, a red-bordered box contains the agreement checkbox:

☐ By registering this payment method, you agree that the entire balance due from your account will be charged when this process is initiated

SAVE

Parent Portal User Guide

Can I have multiple autopay accounts?

One parent/guardian cannot set up 2 auto pays. There is a set up option for each parent/guardian to set up one. In a case where the family needs to split a payment by a percentage, we can set that up in SCW so that each parent can have an autopay. Please see your school leadership team if your family needs a split ledger. Please note that creating a split ledger will result in separate receipts and tax statements for the year, one per parent/guardian.

How do I change my auto pay account if needed?

If you need to update your auto pay account, please delete the current method of payment, and then add in the new account.

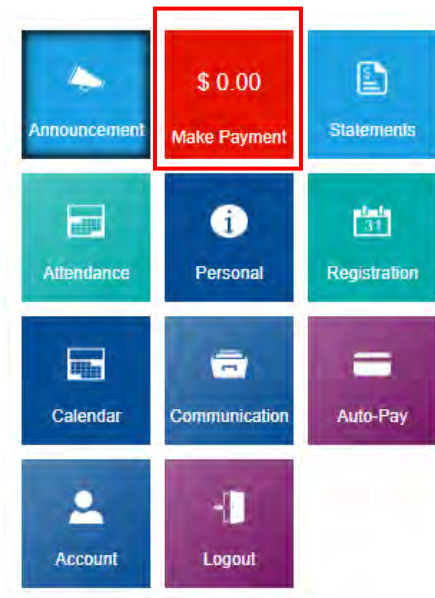
Is there a convenience fee for the use of the credit card?

Credit card convenience fee information can be found at the top of the auto pay screen. There is never an additional charge for an ACH payment.

How do I make a one-time payment?

The parent/guardian must login into the Parent Portal and click on the red Make Payment tile. They can then enter the amount and click Pay Now. If a credit card is used, a convenience fee may be added to the transaction. The parent can then fill in their financial information and click Submit Payment at the bottom.

Note: With this type of payment, the financial information will NOT be saved in SCW. It will only be accessible for this transaction.

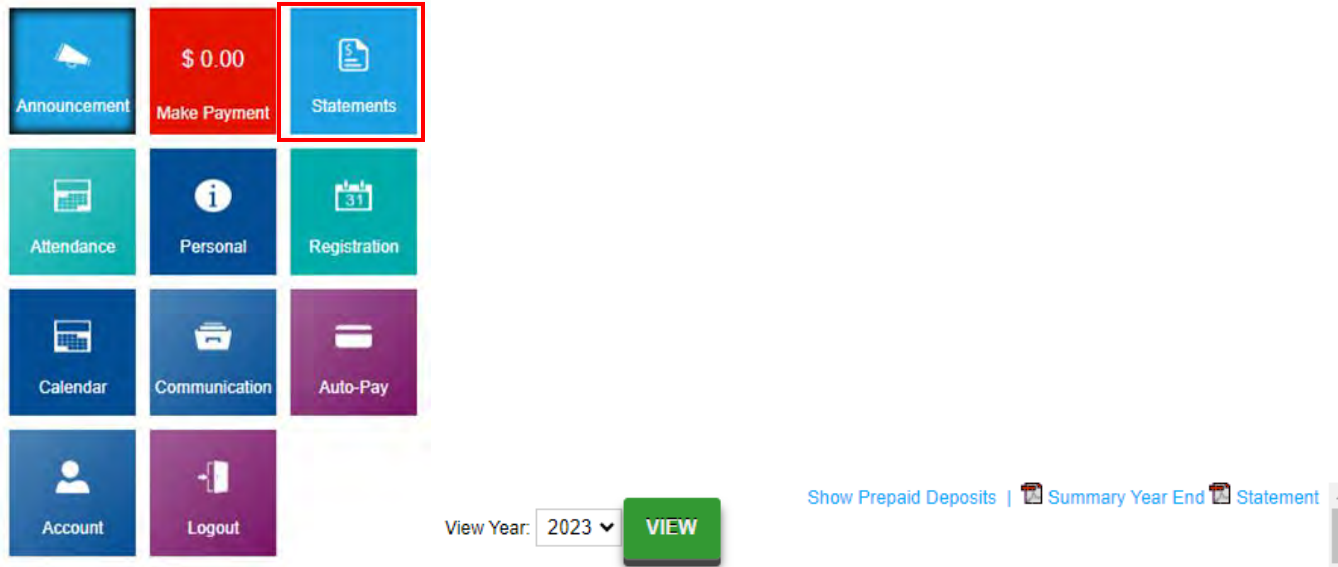


Can I pay my tuition in advance?

Auto pay account can only be charged the balance due on the account and cannot be charged anything additional. If you wish to pay your tuition in advance, please use the one-time payment feature and enter the amount that you would like to pay.

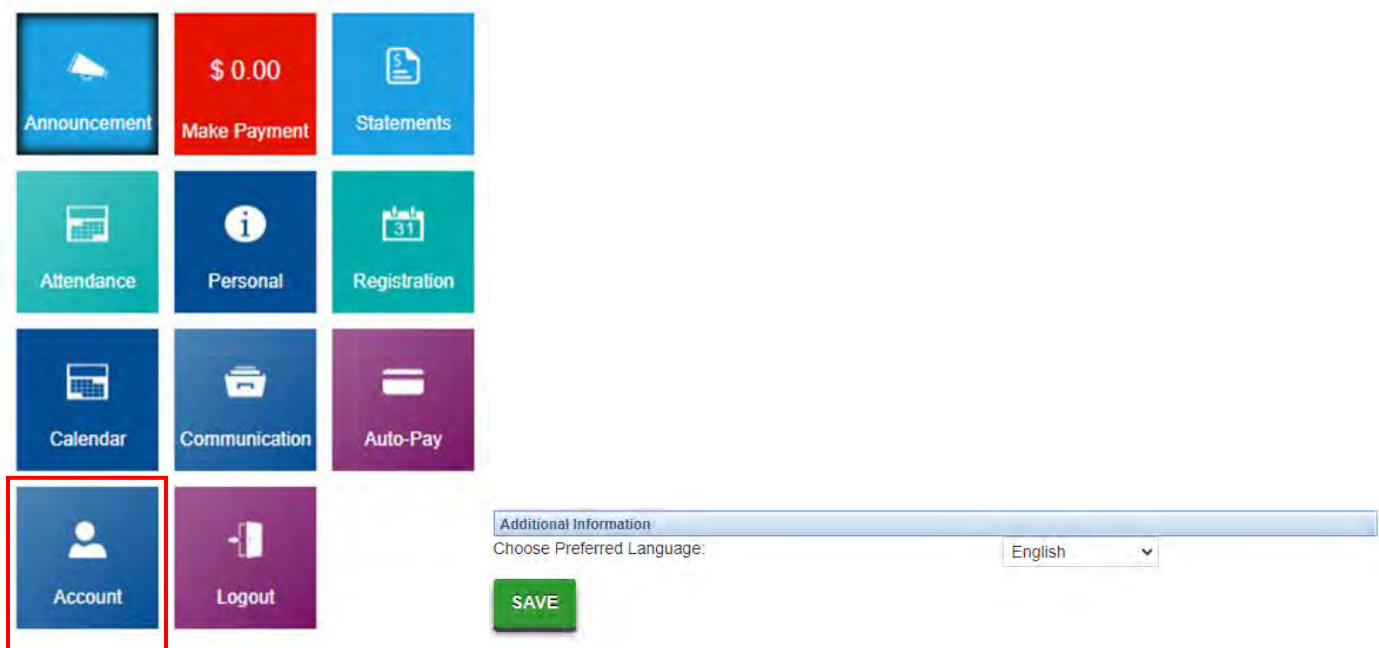
How can I pull statements?

Both regular statements and year in tax statements can be pulled at any time. Click on the light blue statements tab, click either summary year end or statement. If you are pulling a year end summary, please be sure to select the year you would like in the “view year” section. If you are pulling a regular statement, you will be able to enter the specific date range that you need. Both statement types will populate the FEIN or tax id number.



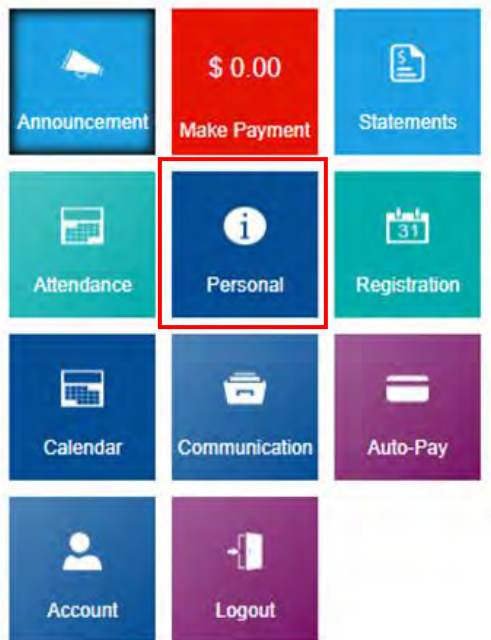
How can I update my language preferences?

You can choose either English or Spanish as your preferred language inside the portal. To update your language preference, go to the account tile, and at the bottom of the page choose preferred language and press the save button.



Can I update my personal information on this page?

Click on the blue personal tab, click on the person's name who you would like to update information, add the information and press save. This updated request will be sent to the school for review. Your school will reach out if additional paperwork is needed for this request.



What is School Care Works used for?

School Care Works is a school management program that is utilized for record keeping of child information, guardian information and financial information. This is not a parent communication application. Please be on the lookout for more information on our parent communication app.