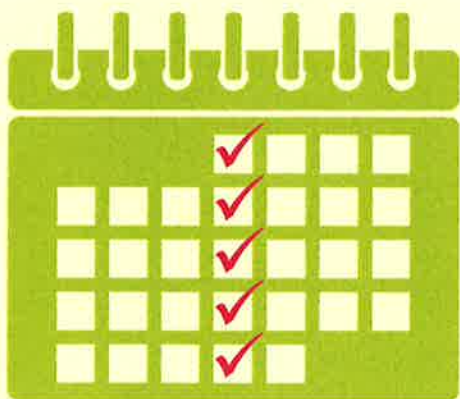


FRIENDLY REMINDERS for OUR FAMILIES

SCHEDULING



Wednesday is the last day to change next week's schedule

Tuition is based on your online schedule (not attendance)

Use "custom schedule" for any one-time schedule changes, like vacation

BILLING



Wednesday is the last day to pay this week's tuition to avoid late fee (\$10)

If account is 'pending disenrollment' re-enroll by Friday to avoid disruption and fee

Auto-disenrollment will happen if tuition is not paid for two weeks

Pay tuition with debit, credit or electronic checks

Please use a computer to manage your account including schedule changes and payments.

Questions?

Call: 1-800-246-2154, we are available M-F 6am-5pm PST

Email: ChampionsHelp@KC-Education.com

Live Chat: www.DiscoverChampions.com/about/contact-us, identify yourself as a parent, and click "Start Chat" during M-F 7am-4pm PST

CHAMPIONS

DiscoverChampions.com



Enrolling in Champions is easy with our Online Management system. Our online system provides 24-hour access to your account, allowing you to manage payments and student schedules, monitor program information, and more.

REGISTER

to obtain your online account

1

Go to www.DiscoverChampions.com and click on **My Account**



2

Click on **Create an Account** and follow the provided instructions.



3

After you complete the registration, a system-generated email will be sent from ChampionsHelp@KC-Education.com to your email account with your temporary password.

Using your temporary password, you may now enroll your child online. This should take about 20-30 minutes to complete. If you cannot complete the process in one sitting, you can log off and return to finish within 72 hours.

ENROLL

your student in a Champions program

1

Log into your Champions Online Account using your temporary password that was emailed to you.



2

Select **Enroll Now** to begin the enrollment process.



3

Select **Add a Student** to add the student you wish to enroll. After filling in the required fields, select **Save or Add Student** to proceed with the enrollment process.




CHAMPIONS

BEFORE- AND AFTER-SCHOOL

4

Complete the multi-step enrollment process.

Please note the schedule originally set up for your Weekly Recurring Schedule (step 5) will repeat until changes are made. You can change the schedule on a weekly basis by or before the Wednesday prior to each upcoming week.

If at any time you need further instruction, click the  for guidance.

Enrollment Process

- ✓ 1. Student Information
2. Site Selection
3. Program Selection
4. Track
5. Weekly Recurring Schedule
6. Discounts
7. Weekly Tuitions
8. Additional Sponsor
9. Emergency Contact
10. Health Information
11. Certifications
12. Contract Terms
13. Other Terms
14. Summary
15. Finalizing...

5

You will receive a system-generated email confirming your enrollment.

6

Once enrolled, we suggest you set up a payment schedule.



You have three payment options:

1- Make a One-Time Payment

2- Use a Stored Payment Account

3- Set-Up a Recurring Payment for Future Weeks

7

Champions provides an electronic sign in/out feature for added security when dropping off and picking up your student from our Champions programs. Your unique **Sign In/Out Code** will be used each day for signing your child in and out at the program. You will need to assign a code to your account.



Emergency contacts who drop off or pick up your student will also need to be assigned codes.

8

Finally, **print and sign your enrollment forms**. You will need to bring them to your selected Champions site within the 48-hour processing window before your child can attend. It is recommended that you also **inform your child's school teacher** when they will be using Champions so everyone is on the same page.

9

Welcome to Champions!

For more detailed instructions, please refer to the materials found at www.DiscoverChampions.com located under Account Login.

If you require further assistance or need to speak to a Spanish-speaking representative, please contact **Customer Care at (800) 246-2154**.