

## SFC ECE 2024 Summer Childcare Program Registration Step-By-Step Guide

Sign into your SchoolAdmin parent portal. In your Enrollment Checklist under 'Optional Steps' you will see the list of the 10 Summer Childcare Program Weeks available. Next to each week that you would like to register for, click the blue 'Schedule Appointment' button.

### Joe Test

Enrolling for Pre-Kindergarten in 2024-2025

#### ✔ Checklist

Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.

##### Contract

The tuition contract must be signed before tuition payment arrangements can be made.

##### PK Registration Form [Complete Form](#)

Please submit the \$160 PK Registration Fee to secure your child's space in the SFC ECE program for the 2024-25 school year.

##### PK Registration Fee

#### Optional Steps

##### Calendar Signup - Summer Childcare Program: Week 1 [Schedule Appointment](#)

Saint Francis Catholic ECE Summer Program 2024 -  
Week 1: Welcome to Summer from June 3-7 (80 slots)

You will be taken to a calendar with another blue box on the first day of every week of the program offered with the times '6:30AM to 5:45PM'. Click this appointment button.

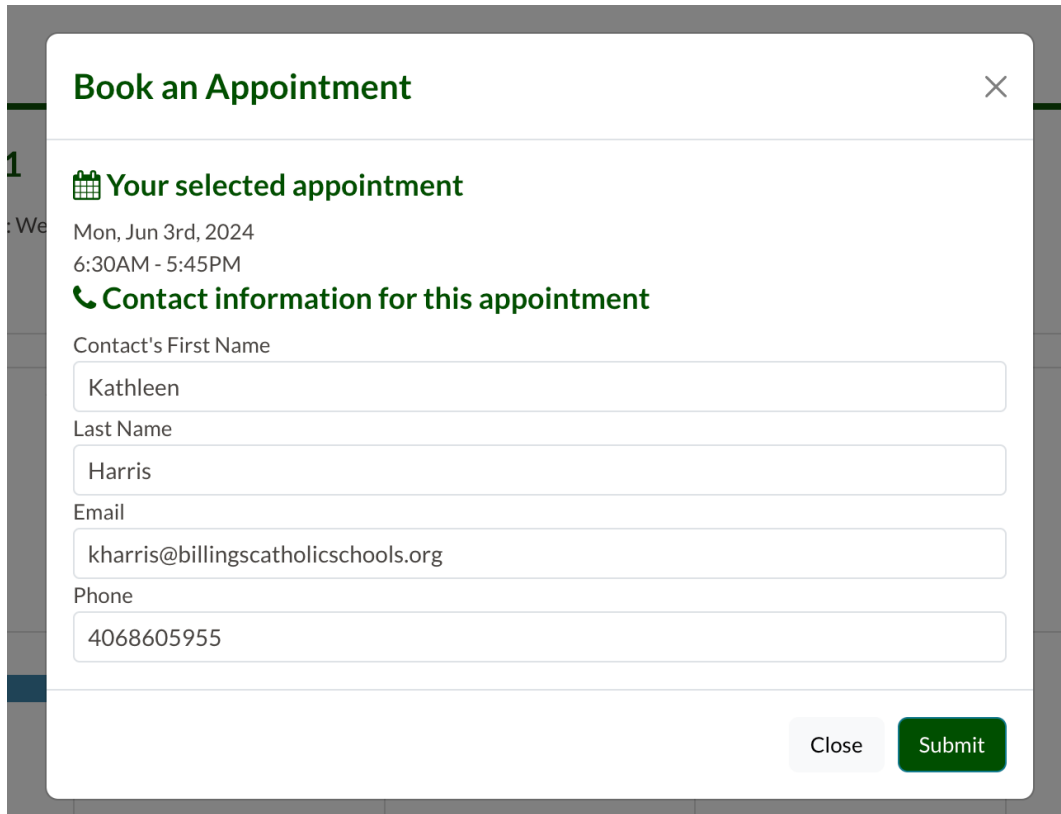
### ECE Summer Program 2024 - Week 1

Saint Francis Catholic ECE Summer Program 2024 - Week 1: Welcome to Summer from June 3-7 (80 slots)

< > today first available June 2024

Sun	Mon	Tue	Wed	Thu	
26	27	28	29	30	
2	3 6:30 AM - 5:45 PM	4	5	6	
9	10	11	12	13	

'Book an Appointment' will pop up with the date and time of the week you are selecting for summer care. It will be auto-filled with your contact information. Click the green 'Submit' button in the bottom right-hand corner of this box.



**Book an Appointment** [Close]

**Your selected appointment**

Mon, Jun 3rd, 2024  
6:30AM - 5:45PM

**Contact information for this appointment**

Contact's First Name  
Kathleen

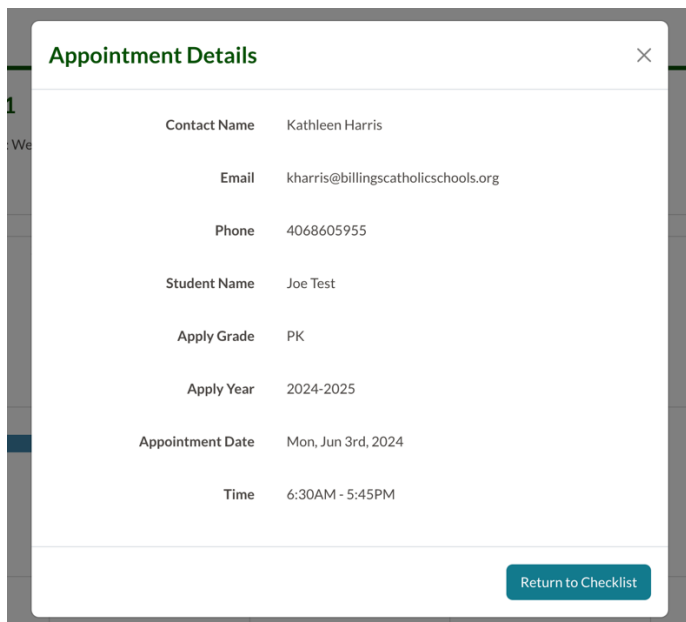
Last Name  
Harris

Email  
kharris@billingscatholicschools.org

Phone  
4068605955

[Close] [Submit]

Another box with 'Appointment Details' will pop up with your student's name. Click the blue 'Return to Checklist' option in the bottom right-hand corner.



**Appointment Details** [Close]

Contact Name	Kathleen Harris
Email	kharris@billingscatholicschools.org
Phone	4068605955
Student Name	Joe Test
Apply Grade	PK
Apply Year	2024-2025
Appointment Date	Mon, Jun 3rd, 2024
Time	6:30AM - 5:45PM

[Return to Checklist]

This will take you back to your Enrollment Checklist. The week you have signed up for will now show up under 'Optional Steps'.

---

## Optional Steps

### Calendar Signup - Summer Childcare Program: Week 1

Saint Francis Catholic ECE Summer Program 2024 -  
Week 1: Welcome to Summer from June 3-7 (80 slots)

Scheduled: 06/03/2024

[View Appointment](#) 

---

If you want to sign up for additional weeks, repeat the process by clicking the blue 'Schedule Appointment' box next to each week offered. If you have multiple children you want to enroll, you will need to go through the process for each child.