

CHILDCARE PROGRAMS 2019-20 MASCOT ONLINE ACCOUNT SETUP & REGISTRATION INSTRUCTIONS

PV Schools Community Education Department • pvschools.net/childcare • (602) 449-2200

To expedite the registration process, create or update your Online Registration Account prior to February 5, 2019 at 8:00 a.m., as programs fill quickly.

ONLINE ACCOUNT SET UP

1. Go to pvschools.net/childcare
2. Choose **Payments**
3. Select **click here to Sign up**
4. Enter the required information using parent/guardian information to create an account and select **Save**
5. Select **Add Family Member** to enter your student's information
6. Select **Save**

ONLINE PROGRAM REGISTRATION

1. Go to pvschools.net/childcare
2. Choose **2019-20 Childcare Registration**
3. Select the site your student will attend under the Session listed in the middle of the screen and select **Register**
4. Enter your email and password and select **Login**
5. Select, **Select for Registration** next to the student name
6. Enter **Select Start Date** as **8/6/2019** and select **Continue**
7. Review the information on the screen and select **Continue**
8. Follow the prompts to respond to the questions and select **Continue**
9. Review the class information and select **Continue Registration**
10. Confirmation and registration documents will be emailed to you within 24 hours
11. See **Paperwork Required to Complete Registration**

PAPERWORK REQUIRED TO COMPLETE REGISTRATION

1. When you receive registration documents via email, print, complete, sign, and submit to the Community Education office to finalize your registration.
IMPORTANT: Failure to provide documentation will result in withdrawal from the program.
2. Submit forms and documents in-person or by mail to:
PV Schools Community Education
15032 N. 32nd St.
Phoenix, AZ 85032
3. When your documents are verified by Community Education staff, you will be notified via email that your registration is complete.

Questions? (602) 449-2200