



How to Use Before & After School Care Online Payment and Attendance System

The new K-8 Before and After School payment and attendance system is now available for use. You must have a current school year application on file in the school office to use this service. Applications can be found on the Parent Resource page on the school website (http://www.arsnc.org/application/files/6014/7802/3717/Before_and_After_School_Program_Application.pdf) or in the school office. Any student enrolled in the Before and After School program must have an OrgsOnline Child Care account as this will be used for payments and attendance. Before and After School Care is a pre-paid service provided by staff of ARS. Any previously unpaid balance must be paid before you may enroll in the Before and After School program. Any deposit paid in the school office will be credited to your account once you have created it.

To enroll in and use the Child Care program on OrgsOnline:

If you do not have access to a computer or need help, please come to the school office and ask for help with OrgsOnline any time during the school day. We have a computer set up at each location that can be used for all our online programs. You can reach the OrgsOnline website using the gold OrgsOnline button on the school's website – www.arsnc.org.

Here's what to do:

For First Time OrgsOnline Users – select the SETUP NEW ACCOUNT option that appears on the front screen; provide the account setup information requested and enter our school code which is: **123ARSNCNC** and then click Continue. Finish your registration and password information and Submit to activate your account. You MUST provide an email address. The email address becomes your username. Once logged in, you will see the various programs used by ARS. You will set up your Lunch account separate from your Child Care account as they each have different requirements. Once you have the Lunch account set up, you will be able to use the Field Trips, Special Orders and Spirit Wear modules without needing to do them all individually. However, each module will need to be paid for separately and you can see your Open Balance for each one on your Dashboard.

Set up your Child Care account:

1. Add all of your students into the system using the link in the Message Board or clicking the [View/Edit My Students](#) in the menu on the left hand sidebar.
2. Select a billing rate for each student (can be changed as needed but you will need to contact the school in order to have this done for you).
 - a. Your students will be charged for attendance based on the billing rate you select.
 - b. Your account should hold a balance that can cover attendance charges.
 - c. Payments must be made at least one week in advance. You will be charged a Late Fee in addition to the regular rate if not paid on time. Students with payments more than one week overdue WILL NOT be allowed to attend the Before and After School program.
3. You can click the [Submit Payment](#) button at any time to deposit funds into your account or pay your existing balance. Payments can also be made in the school office and credited to your account.
4. Before sending students, select [My Pickup Records](#) from the menu to list those who are authorized to pick up your children.

Attendance for Before and After School Care:

Parents or their designee will be required to sign in their child to Before School Care and sign out from After School Care. School staff will have a device available for this.

Please contact the school office if you have any questions pertaining to OrgsOnline or the Before and After School Program.