Parent Portal Overview

The parent portal is where families can see information about Imprints Cares programs, pull statements, make payments, and more.

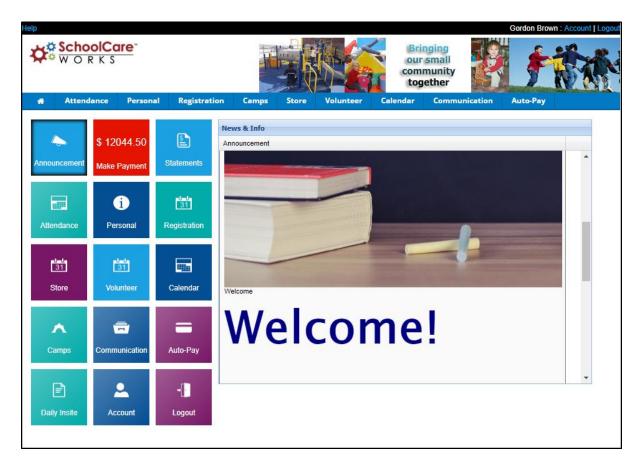
You will create your log-in and password for the parent portal during the initial registration. If you need help with your log in or password, please call the Imprints Cares office at 336-722-6296 or email expandedlearningsupport@imprintscares.org.

To log in, navigate to:

https://family.daycareworks.com/login.jsp

You can also access your parent portal through the Imprints Cares Website.

When parents first log in, the first screen that will display is the News & Info section. The tiles that display on this page are customizable, which means a site can choose how they want parents to be able to interact with the business/center.



- <u>Parent Portal, Announcements</u> displays announcements made from the admin side of the site.
- <u>Parent Portal, Statements</u> parents/guardians can select the statement tile to pull current and user-defined period statements. This is also where users will be able to pull year-end tax statements based off what has been paid through the system.
- <u>Parent Portal, Attendance</u> Parents are able to see when their student has attended a program and select days if a site is using a parent-managed calendar for scheduling.
- <u>Parent Portal, Personal</u> Allows parents to add new students to a center and update personal information for students, parents/guardians, or other contacts.
- <u>Parent Portal, Registration</u> This is where parents can sign their students up for new programming as made available by a center, this may include yearly program registration, full-day sign-ups, enrichment programs, or summer options.
- <u>Parent Portal, Communication</u> Parents can see generic documents, links, and staff profiles.
- <u>Parent Portal, Auto-Pay</u> Parents/guardians can register a payment method for automatic deductions.
- <u>Parent Portal, Daily InSite</u> Parents can see any activities or photos that have been added for their students throughout the day/week/month.
- <u>Parent Portal, Account</u> The account page is where parents will be able to see their username and update their password.