



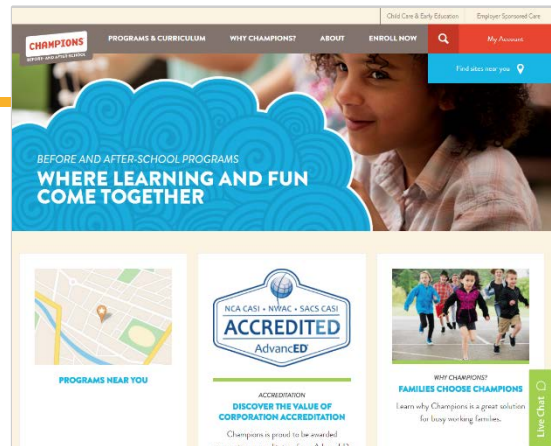
Enrolling in Champions is easy with our Online Parent Portal. Our online system provides 24-hour access to your account, allowing you to manage payments and child schedules, monitor program information, and more.

REGISTER

to obtain your online account

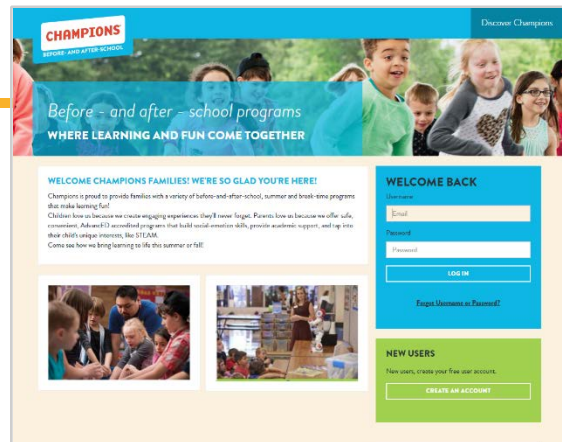
1

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.

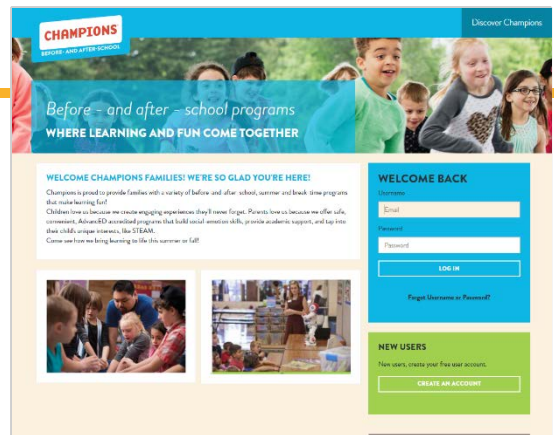
Using your temporary password, you may now enroll your child online. This should take about 10 minutes to complete. If you cannot complete the process in one sitting, you can log off and return to finish within 48 hours. Have readily available information regarding allergies and emergency contacts to complete the online process.

ENROLL

your child in a Champions program

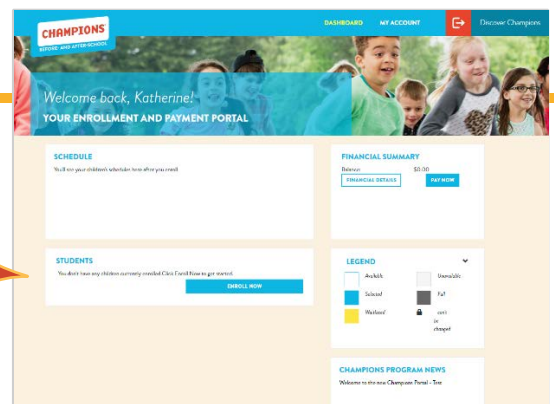
1

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



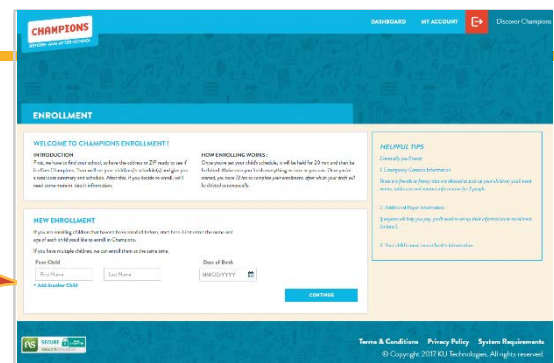
2

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



3

Add the name of the child you wish to enroll. Add **Another Child** to add additional children. After filling in the required fields, select **Continue** to proceed with the enrollment process.



CHAMPIONS

BEFORE- AND AFTER-SCHOOL

4

Complete the multi-step enrollment process.

In step 5 you will select the schedule your child will normally need. You can make changes to the recurring schedule or if needed, you can make changes for individual weeks. Making changes for individual weeks needs to be done by the Wednesday prior to the week of the change.

If at any time you need further instruction, refer to [Helpful Tips](#) for guidance.



5

Champions provides an electronic Sign In/Out feature for added security when dropping off and picking up your child from the 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.



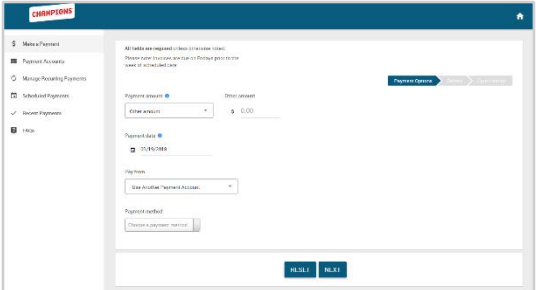
Emergency contacts who drop off or pick up your child will also need to be assigned codes.

6

Once enrolled, we suggest you make a payment and 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

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

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 **Family Support at 1 800-246-2154**.