

CHAMPIONS

HOW TO ENROLL

Enrolling in Champions is easy in the Parent Portal!

Our online system provides 24-hour access to your account so you can manage payments and schedules, access program information, and more!

FIRST, REGISTER TO CREATE YOUR ACCOUNT

1. Go to DiscoverChampions.com and click [My Account](#) at the top of the screen.
2. Click on **Create An Account** and follow the provided instructions.
3. Once you've completed registration, you'll get an automated email from ChampionsHelp@kc-education.com with your **temporary password**.



SECOND, ENROLL YOUR CHILD (IT SHOULD ONLY TAKE 10 MINUTES)

1. Using your temporary password, **log-in to your account**. If you can't finish enrolling in one session, your temporary password will be valid for 48 hours. You will be prompted to create your own password once you log-in.
2. Select **Enroll Now** to start the process. First, you'll add the name of your child. If you're enrolling more than one child, select **Add Another Child**.
3. Follow the instructions to complete your enrollment. **Select the recurring schedule** that your child will most typically follow (you can make changes week-to-week if something comes up).
4. You will then set an electronic **Sign In/Sign Out code** for yourself and your designated emergency contacts. You'll each use your unique code to securely sign your child in and out of our program each day.
5. Next, you can **make a payment** or **set up recurring payments**. We recommend setting up recurring payments so you never miss a weekly payment.
6. When the process is complete, you'll receive an automated email **confirming your enrollment**. Your Site Director will reach out within 2 business days to share next steps.
7. Finally, **print, sign and submit your enrollment forms to your Champions site** within the 48-hour processing window before your child can start. You'll need access to your child's allergy information to complete these forms. We recommend letting your child's school teacher know they'll be participating in Champions.

WELCOME TO CHAMPIONS!



If you have difficulties enrolling on the Family Portal, call us at 1-800-246-2154. Champions Family Support is open Monday through Friday, from 6:00 a.m. to 5:00 p.m. PST.