

2017-2018

Reminder!

Registration for individual dates is due on the Wednesday prior to the week you need care.

- In person, FAX, drop box – due by 4:00 PM on Wednesday
- Online – available until 11:00 PM on Wednesday

Late registration will still be accepted until the times listed below. Late fees will apply.

- In person, FAX, drop box – due by 4:00 PM on Friday
- Online – available until 10:00 PM on Sunday

NEW!

Important Information

- Once registration has been submitted, dates and fees cannot be refunded or transferred from one day to another.
- Children dropped off at Kids INC that are not registered will not be accepted.



How to check the Kids INC dates your child is registered for

- Sign in to your account with your email address and password
- Under the heading: *Account Activity*, select **Show Your Daily Schedules**
- Enter the date range you are looking for
- From the list of Available Family Members, select the name(s) of the family member(s) you wish to view a schedule for, and select the right arrow to move them to the box on the right.
- Under Available Schedule Details, select **FlexReg** to view Kids INC registrations, and click on the box with the two arrows (>>) to move the selected name to the box on the right.
- You can also select *Activities* to view any other classes you may have registered for
- Select *View Schedule*



How to obtain a receipt or dollar amount for your flexible spending account or taxes

This report allows you to select a specific date range

- Sign in to your account with your email address and password
- Under the heading: *Account Payments Include*, select **View Account Payment Details**
- Select *FlexReg* for Kids INC registrations
- Enter the date range and *Submit*



How to print a tax receipt

This report calculates for the entire calendar year

- Sign in to your account with your email address and password
- Under the heading: *Account Activity*, select **Print Tax Receipts**
- Select *the Tax Year*
- From the list of *Available Family Members*, select the name of the adult/parent
- Click on the box with the two arrows (>>) to move the selected name to the box on the right.
- Select *Run Report*



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