Panther Club Welcome & Registration Instructions for the 2022-23 School Year

Welcome to another Panther Club school year. We are excited to see everyone back at school with their smiling faces. As we start the school year, there are some important things to note that will make the Club/family relationship successful.

2022-23 Registration Information:

- Opens on July 1, 2022.
- $50 Registration Fee for each child every year.
- 7:00 am - 5:30 pm
- **K-3** students be on the **early** schedule for **August 9-26 8:25 am - 1:55 pm.**
- **August 29th K-2** Early/Late schedules will begin. **3rd grade** 8:25 am - 3:05 pm.

NEW FAMILIES – (Families who do NOT have a Curacubby account.)

Here are the steps to follow if you are new to the school:

1. Go to https://pantherclub.curacubby.com/fst/register
2. Fill out your information and the information for your first child. Pay your $50 registration fee and then submit your registration form by clicking **"Finish"** after you've reviewed your selections.
3. After submission, you will be redirected to your Parent Portal with the student you just entered.
4. Click on the student's name, and then click the button that says **"Edit"** under the blank profile picture
5. Complete your student's profile making sure to add in details for additional contacts, and medical conditions and then click **"Save."** You will then be redirected back to your Parent Portal dashboard.
6. On the left side of your Parent portal click the menu option for **"New Sign-up."**
   a. To register for the entire year and get billed in 10 equal installments, select the **"2022-23 Annual Enrollment"**
   b. If you would like to enroll in a program one month at a time, you'll select the option for **"DATE - Monthly Enrollment"** to sign up and prepay for monthly childcare.

Registering more than one child:

1. If you have more than one child STAY LOGGED INTO YOUR PARENT PORTAL
2. Click on the left side of your Parent portal click the menu option for **"New Sign-up."**
3. Select the option for **"Panther Club Registration"** to pay your additional child's registration fees
   a. Click **"New Student"** on the registration form and then register your child
4. Return to the parent portal and sign up for the program of your choice using the **"New Sign-up"** option
   a. Select the option for either **"2022-23 Annual Enrollment"** or **"DATE - Month Enrollment"**
5. After registering your new student, you'll be redirected back to your Parent Portal. Complete your newly added student's profile making sure to add in details for additional contacts, and medical conditions and then click "Save." *(NOTE: you will need to add additional contacts for each child separately as not all students have the same contacts connected to their account)*

EXISTING FAMILIES

Here are the steps to follow if you've registered any of your children in the past:

1. Go to https://pantherclub.curacubby.com
2. Log in using your Curacubby credentials
   a. If you have forgotten your password or need to create one for the first time, you can click the "Reset password" option to have a link sent to you
3. Update information for each of your students by clicking on the student name and then clicking on the button that says **"Edit"** under the blank profile picture and add/update details for additional contacts and medical conditions and then click **"Save."** *(NOTE: you will need to add additional contacts for each child separately as not all students have the same contacts connected to their account)*
4. On the left side of your Parent portal click the menu option for **"New Sign-up."**
5. Select the option for **"Panther Club Registration"** to pay your child's registration fees. You will then be redirected back to your Parent Portal dashboard.
6. On the left side of your Parent portal click the menu option for **"New Sign-up."**
   a. To register for the entire year and get billed in 10 equal installments, select the **"2022-23 Annual Enrollment"**
   b. If you would like to enroll in a program one month at a time, you'll select the option for **"DATE - Monthly Enrollment"** to sign up and prepay for monthly childcare.

Registering another child who is already in the system:

1. Click on the left side of your Parent portal click the menu option for **"New Sign-up."**
2. Select the option for **"Panther Club Registration"** to pay your child's registration fees. You will then be redirected back to your Parent Portal dashboard.
3. On the left side of your Parent portal click the menu option for **"New Sign-up."**
   a. To register for the entire year and get billed in 10 equal installments, select the **"2022-23 Annual Enrollment"**
   b. If you would like to enroll in a program one month at a time, you'll select the option for **"DATE - Monthly Enrollment"** to sign up and prepay for monthly childcare.

Adding a new child who isn't already in the system:

1. Select the option for **"Panther Club Registration"** to pay your additional child's registration fees
   a. Click **"New Student"** on the registration form and then register your child
2. Return to the parent portal and sign up for the a program using the **"New Sign-up"** option
   a. Select the option for either **"2022-23 Annual Enrollment"** or **"DATE - Month Enrollment"**

After registering your new student, you'll be redirected back to your Parent Portal. Complete your newly added student's profile making sure to add in details for additional contacts, and medical conditions and then click "Save." *(NOTE: you will need to add additional contacts for each child separately as not all students have the same contacts connected to their account).*

Things you can do from your Parent Portal:

- Add or remove additional contacts at any time through your Curacubby portal
- Review an Invoice or your statement
- Update any medical conditions the team should be aware of
- Submit your monthly registration for prepaid monthly childcare