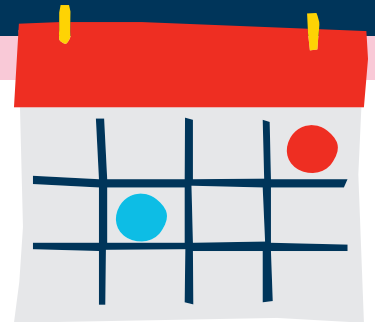


HOW TO CUSTOMIZE AND CONFIRM YOUR CHILD'S WEEKLY SCHEDULE

When planning your child's care, think: **WEDNESDAYS!** That's the day we lock in the schedule and prepare invoices for the following week.* If you want to adjust the days your child will be joining us, make sure to save changes by the Wednesday prior to the week of care you're scheduling.



STEP-BY-STEP INSTRUCTIONS FOR CUSTOMIZING YOUR SCHEDULE

Make a One-Time Change to Your Schedule:

1. Sign in to the [Champions Family Portal](#) and click on **Dashboard** at the top of the screen.
2. Click the **Show Schedule** button in the Custom Schedule section.
3. **Use the arrow buttons** to navigate to the week you wish to change, and customize your child's week.
4. Reference the **Color Key** to confirm your enrollment status for each day.
5. Click **Apply Changes** to save your selections, and look for the confirmation message that says **Schedule Updated Successfully**.

Make a Recurring Schedule Change (repeats every week):

1. Sign in to the [Champions Family Portal](#) and click on **Dashboard** at the top of the screen.
2. Click the **Change Recurring Schedule** link next to your child's name.
3. **Check or uncheck each day** you'd like to change.
4. Enter a **new start date** (pro tip: it must be set for a Monday).
5. Confirm everything is correct, and **Save**.

Color Key

Blue: Child is scheduled, and account is charged.

White: Child is not scheduled, but space is available.

Dark Gray: Child is not scheduled, and space is unavailable.

Light Gray: Champions is closed (typically weekends).

Yellow: Child is waitlisted.

Red-Orange (with a lock icon): Champions doesn't offer care for that day, and it will not count toward the total number of days your child is scheduled for the week.

*If your child attends our program without scheduling by the Wednesday prior, you will be charged a drop-in fee at a higher rate.



If you have difficulties tailoring your schedule 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.