

Leewood K-8 Center  
Before School, After School Care and Story Hour  
Registration Procedures for  
Parent Portal

**Web Browsers to use:**  
**\*Chrome \*Firefox \*Safari**



Helpful  
Tips


1. Go to [www.dadeschools.net](http://www.dadeschools.net)
2. Click on Portal
3. Select Parent
4. Log into your Parent Portal using your username and password **(if you do not have a Parent Portal account follow the instructions on the Access to Dadeschools Mobile app. link)** Please note, it may take up to **48 hours** to be able to access the After School Care registrations once your Parent Portal account has been created.

After 24/48 hours of the Parent portal registration follow the steps below.

5. Click Login
6. Click Apps/Services/Sites
7. Click Focus-Registration and Online Payment for Community Education Classes
8. Click on My Child
9. Click on **Emergency Contact Information**
10. **Complete all fields marked with an \* (this part MUST be completed, failure to complete your child/children emergency contact information can result in your child/children being excluded from the program.)**
11. Click Save
12. **On the home page of the FOCUS-Registration and Online Payment System you will see a Messages box in the middle of the page which instructs you to purchase the required HSR Student Accident Insurance for your child/children. (This is mandatory and no child may participate in the Before/After School Care or Story Hour programs without this insurance.**
13. Go to My Child – Child Info – Emergency Contact Information - read and sign all documents. **Pay for and upload the insurance payment receipt and click save. (Registration documents must be completed before a student can participate in a program. Failure to complete your child’s registration information can result in your child being excluded from the program.)**

**Continue to on to next page for instructions on how to make payment.**



14. Click on the  logo to return to the home screen
15. Click **Purchase and Pay** (select the program you want to pay for i.e. Before School Care, After School Care or 4 day story hour and make the payment) if you need to pay for an additional child, select the correct child from the home screen on the top right-hand side and follow steps 8-15).
16. Click the green tab to Add to Cart
17. Make sure the group you select appear on the right. If all is correct, click on the green Checkout tab
18. Verify the following:
  - ✓ ASC grade
  - ✓ you are purchasing
  - ✓ Name of School where course is being offered
  - ✓ Date and time that course takes place
  - ✓ Student Name
  - ✓ Cost of Program
19. Click Continue to purchase
20. Complete all fields marked with an \*
21. Click on the green tab Complete Checkout
22. Print receipt (the receipt will reflect the student's schedule)