

# POPSICLE SIGN-UP

## INSTRUCTIONS FOR ST. JOSEPH CLUB (SJC)



**First, set up a new account** or update your existing account at the Immaculate Conception School Popsicle Platform.

1. Set up an account at <https://popsicle.app/parents/ImmaculateConceptionElementarySchool-2leXrfm/login>.
2. You will receive an email from Popsicle to verify your account before you log in to the Popsicle Parent Portal for the first time.
3. This account/login will also allow families with kindergarten through fifth graders to sign up for IC Enrichment.
4. You can edit your account information at any time to update your address, phone, method of payment, etc.

**Next, update child(ren)'s grade** and other information **before** signing up for SJC.

1. Add each of your children to the account by clicking the word "Children" on the left of the screen.
2. Be sure to enter (or update for existing accounts) the correct grade as outlined below. Please enter the CURRENT grade when registering.

### St. Francis Preschool Families

Choose TOD for preschoolers who will be in any of the 3's preschool programs in the fall.

Choose PS-1 for preschoolers who will be in any of the 4's programs in the fall.

### Immaculate Conception Families

Choose PS-2 for preschoolers who will be in the Pre-K classes in the fall.

Choose TK for those entering Kindergarten in the fall.

3. Choose the current grade, first through fifth, for any older children. Grades will shift in August automatically. **DO NOT ENTER YOUR CHILD'S FALL GRADE. PLEASE USE THE GRADES** listed above and email [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org) with any questions.
4. You are not required to upload a picture of your child.
5. Enter the names of those designated for pickup of your child(ren) in the section for Approved Pickup.

**EXIT the CHILDREN tab** and proceed to next section.

**Click on ST. JOSEPH CLUB.** Select the correct School and Grade Level SJC Program (2024/25 grade).

**Select the days** for your chosen SJC Program Option—these will be the in-session school days of the week on which your child will be rostered for SJC throughout the full school year.

RATES FOR 2024/25 SCHOOL YEAR		
SCHEDULE	PRE-PAID <sup>†</sup>	MONTHLY PAYMENTS
5 Days	\$1,800	10 @ \$200
4 Days (M/Tu/W/Th only)	\$1,440	10 @ \$160
3 Days (M/W/F only)	\$1,080	10 @ \$120
2 Days (Tu/Th only)	\$720	10 @ \$80

- A registration fee of \$15 per child is paid through Popsicle at the time of signup.
- Program fees are billed through the FACTS Family Portal.

<sup>†</sup> **PREPAYMENT IS REQUIRED BY SEPT. 1, 2024**

PROGRAM HOURS: Dismissal to 5:00 pm (St. Francis Preschool), 5:30 pm (Immaculate Conception); SJC is closed on all days that school is closed – including snow days.

No refunds can be given for unused days due to staff/student ratio compliance with state licensing requirements.

No days can be added due to staff/student ratio compliance with state licensing requirements. Register **ONLY** for these combinations of days.

**When finished adding the correct days for each child**, go to the CART, Check that you have read the SJC Policies, and finalize your registration fee payment by clicking **PAY NOW**. You will immediately receive a confirmation email from Popsicle.

**IMPORTANT: IF YOU HAVE NOT RECEIVED AN EMAIL NOTIFICATION FROM POPSICLE, YOUR REGISTRATION DID NOT GO THROUGH. PLEASE CHECK SPAM AND JUNK FOLDERS.** Email [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org) if you do not receive verification from Popsicle.

Invoices for the SJC Program will be added to the FACTS Family Portal.