

2018-19 PASAR REGISTRATION INSTRUCTIONS FOR *PLANO ISD EMPLOYEES**

(*Must be contracted District employee – not a sub, long term sub or adult temp)

- Online PASAR registration begins **Thursday, July 26, 2018, at 8:30 AM** <https://parentportal.pisd.edu/Login.aspx>
- If you want PASAR care for the 1st day of school, *you must enroll prior to 5 PM on Wednesday, August 8.*

DEADLINE DATES TO ENROLL IN PASAR – for Beginning of School

If enrollment occurs:	Student can begin PASAR:
No later than 5 PM on August 8	August 13 (1 st day of school)
On August 9 – 12	August 14, or later date, as needed
On August 13 – 14	August 16, or later date, as needed
On August 15 - 18	August 20, or later date, as needed
On August 19 – 21	August 23, or later date, as needed
On August 22, and going forward	Two calendar days later, or later date, as needed

For assistance: Call (469) 752-3882 or inside the District call ext. 23882 – PASAR Finance Office

Box 1 New Plano ISD Employees

- To receive the *Employee Discounted Rate* for PASAR, the employee must set up his/her own Parent Portal account using his/her own credentials first.
- The employee must be the one who logs on to Parent Portal with his/her own credentials and enrolls the student(s) in PASAR – cannot be your spouse or someone else.
- Scroll down to **Box 5** for instructions, *How to Enroll My Student in PASAR*.
- If the employee is linked to his/her own students in database with the employee's ID, the *Employee Discounted Rate* will be shown on the screen when enrolling. Therefore, only employees, using their own credentials, must enroll their own students in PASAR to receive this discounted rate. No credits/adjustments given on accounts when others enroll.
- If an employee logs on to enroll and the employee discounted rate is not being shown on screen, the reason is most likely the employee ID was not linked to employee's student(s) at time of enrollment at the campus. It is the employee's responsibility to take **action** and follow instructions below:
 - **Stop enrollment** and send email to Parent Portal (PP): Parentportal@pisd.edu providing your EID and name, name(s) of your student(s) and ID(s) stating you are not receiving the Employee Discounted rate for PASAR. When the employee hears back from PP that the issue has been resolved, employee can now log on to PP and enroll in PASAR. Check to make sure the employee rate is shown on the screen.

The two PASAR enrollment plans available are described below:

- If enrolling in the **Drop-in Plan**, payment of **\$150 deposit** is required per student (no exceptions). Scroll down to **Box 6** to learn how to make a PASAR payment.
- If enrolling in the **Regular Plan (everyday care)**, all employees *must pay for the first month's tuition*. Scroll down to **Box 6** for instructions on *how to pay*. All employees are required to enroll in Payroll Deduction when enrolling in this plan. Scroll down to **Box 4** to learn how to *enroll in payroll deduction*.

Box 2 Returning Employees and Students

- All students must be enrolled in PASAR each school year. Scroll down to **Box 5** for instructions on *How to Enroll My Student in PASAR*, and **Box 6** for instructions on *How to Make a PASAR Payment*.
- If enrolling in Regular Plan, scroll down to **Box 4** to learn how to *enroll in payroll deduction*.

Box 3 Employee with a New Student to Plano ISD

- Student must be enrolled in Plano ISD and have student's ID before a Parent Portal account can be set up.
- Employee must set up Parent Portal Account: <https://parentportal.pisd.edu/Login.aspx> and follow the instructions in **Box 1** above.
- It can take up to 72 hours at the beginning of school to get an account set up; please do not delay.
- When the portal account is set-up, scroll down to **Box 5** below for instructions on *How to Enroll My Student in PASAR*.
- When enrollment is completed, scroll down to **Box 6** for instructions on *How to Make a PASAR Payment*.

Box 4 How to Enroll in Payroll Deduction

- If your student's PASAR start date is in August or in September, your payroll deduction will begin with the paycheck of Sept. 25 paying forward for October tuition, which will continue through April 2019, unless you withdraw/change enrollment for your PASAR student(s).
- After enrollment occurs, a Finance Office team member will send you a "welcome" email confirming your student's enrollment and that email will have the Payroll Deduction form attached for you to complete and return to our office (instructions will be in the email).
- If you have concerns about your Payroll Deduction Form and/or other questions, please contact our office (469) 752-3882.

Box 5 Instructions - How to Enroll My Student in PASAR – New and Returning <https://www.pisd.edu/Page/522>

Box 6 Instructions - How to Make a PASAR Payment <https://www.pisd.edu/Page/522>

[Including monthly tuition, drop-in deposit, and/or late pickup fee]

Important Information – Please Read:

All enrollees: If your student's start date is August 13, tuition and drop-in deposit payments are due by 5 PM (CST) Wednesday, August 8. For all other start dates, tuition/drop-in deposit payments are due **before** student's start date.

If student is enrolled in Regular Plan: The care days in August and September are **combined** into one monthly fee that is due immediately following registration. Scroll down to the **Fee Chart** below. Employees are required to pay the one monthly tuition fee online (remember **August & September tuition is combined into one monthly fee.**)

If student is enrolled in Drop-in Plan: This plan is only for students that need PASAR care occasionally or periodically. All Drop-in Plan accounts are required to pay the \$150 deposit per student and keep funds available at all times for attendance. These account holders are required to keep track of attendance for their students. When payments are made, each payment should include the balance due on account + days attended but not billed + \$150 payment per student to replenish funds in account for future attendance. This plan requires scheduling attendance with the PASAR site staff 24 hours in advance of attendance. Site phone numbers <https://www.pisd.edu/Page/487>

2018-19 PASAR Fee Chart

Enroll all students in family in <u>one</u> online session to receive multi-student registration fee discount.		Standard Per Student / Each additional student	Plano ISD Employee* <small>*Must be contracted District employee (not a sub, long term sub, or an adult temp)</small> Per Student / Each additional student								
Registration Fees <i>(These fees are <u>non-refundable</u>)</i>		\$75 / \$60	\$30 / \$15								
Regular (monthly), Drop-in and Holiday Care Fees											
The <u>Regular Plan</u> is everyday care which is a monthly fee based on # of students enrolled in family. The <u>Drop-in Plan</u> is scheduled dates & the fee is a daily rate per student.		Standard Fee per student based on # of students in PASAR	*Employee Fee per student based on # of students in PASAR								
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Regular Plan Fees <u>PER</u> Student		\$284 \$254 \$244 \$242	\$184 \$168 \$160 \$158								
Drop-In Plan Fees <u>PER</u> Student <u>PER</u> Day		\$30 \$28 \$28 \$28	\$22 \$21 \$21 \$21								
Holiday Care Fees <u>PER</u> Student <u>PER</u> Day		\$45 \$44 \$43 \$42	\$35 \$34 \$33 \$32								

PLEASE READ --- IMPORTANT INFORMATION FOR PARENTS TO KNOW

When enrolling in the Regular Plan, the *student's start date* determines the monthly fee charged to the financial account. For all changes in start dates and enrollment plans, the customer must complete the Change of Service form and pay online the required fee of \$25 **within 48 hours**. **Payment of \$25 fee is required for all date and enrollment plan changes.**

Students Who Enroll In Regular Plan (monthly)	Students Who Enroll in Drop-in (DI) Plan
With August & September combined into one monthly fee, there are only nine equal payments for the Regular Plan (Aug./Sept. – May).	The Drop-in Plan is only for students that need PASAR care occasionally/periodically. A Drop-in deposit of \$150 <u>per student</u> is required and a daily fee is charged each time student attends.
Tuition payments are expected by <u>5 PM (CST) Wednesday, August 8</u> , if a student's start date is <u>any day in August</u> . For other start dates, as entered online by parent when enrollment occurred, tuition expected by the 1 st of month, or by the <u>student's start date</u> , whichever occurs <u>first</u> .	The \$150 Drop-in deposit payment <i>per student</i> expected by 5 PM (CST) Wed., Aug. 8 , if student's start date is any day in August. For <u>other</u> start dates, the \$150 deposit payment <u>per student</u> is due before the student's start date . The payment deposit is required for all DI accounts.
Start dates of 1 st – 15 th , a full month's tuition is charged. Start dates of 16 th thru end of the month, one-half month's tuition is charged.	It is the responsibility of the customer to keep track of drop-in attendance & replenish the account with sufficient funds prior to student attending PASAR. Payment must include balance due + days attended but not billed + \$150 minimum deposit <u>per student</u> to have funds available.

“Start Dates” Entered Online at Registration	Enrollment in Holiday Care Sessions – online for 2018-19
If enrollment occurs by Aug. 8 at 5 PM (CST) , the start & end dates shown online are the <u>first</u> day & <u>last</u> day of school/PASAR.	All Holiday Care signup available online inside the Parent Portal – use ASC Holiday Care tab. Payment & enrollment of all days for each Holiday Care Session is online. No individual days offered for the multi-day sessions.
Parents can change both start & end dates at <u>time of enrollment</u> . The <u>start date</u> entered online by parent determines the <u>amount of tuition</u> and <u>date payment is due</u> .	To cancel any Holiday Care Session, complete & submit Holiday Care Cancellation form located on PASAR website. Form must be submitted by <u>deadline</u> as indicated on form for each session.
For <u>all changes</u> in start date, end date, and/or plan after enrollment has occurred , pay \$25 required fee online and submit Change of Service form requesting change within 48 hours to the Finance Office.	Holiday Care is optional . Fees are extra and not included in Regular or Drop-in Plans.

2018-19 PASAR AGREEMENT OF SERVICES

READ each statement below carefully to acknowledge you **FULLY UNDERSTAND** your responsibilities under this agreement:

1. I acknowledge that I am financially responsible for all fees charged to my account in accordance with this agreement and PASAR policies. Registration fees are **non-refundable**. Should I request copies of PASAR documents (including but not limited to printed statements, verification, and signature(s) for flexible spending account records), I will be required to pay all fees associated with the copies and my PASAR account must be current prior to the release of any requested documents.
2. I will remain financially responsible for ALL fees unless I contact the PASAR Finance Office and provide written notification that I need to **cancel** services or **change enrollment** plans for my student by the established deadlines (see #7 below). My financial responsibility exists regardless of my student's attendance as long as he or she is enrolled in PASAR.
3. **READ CAREFULLY: PASAR is a pre-paid program and monthly tuition is due by the first of each month or by student's start date, whichever occurs first.** The Finance Office will send one friendly email reminder to each designated financial customer at least one day prior to last day of month stating tuition is due by the first of next month. PASAR accounts not paid by the **fifth** of each month will automatically be charged a \$25 late payment fee. For those accounts not paid by the **fifth**, an email will be sent by a PASAR Finance Office team member to customers providing a **specific deadline to pay or student will be removed due to nonpayment of monthly or drop-in fees.**
4. If enrolling in the Regular Plan with **a start date in August**, payment is expected by the student's start date or by 5 PM (CST) Wednesday prior to first day of school/PASAR, whichever occurs first. The August and September monthly fees are combined into **one monthly fee.**
5. If my student is enrolled in the Drop-in Tuition Plan with a start date in August, the minimum payment deposit of **\$150 per student** is required **prior to 5 PM (CST) on Wednesday, August 8, or before my student's start date, whichever occurs first** (start date is the date entered online at time of enrollment). It is my responsibility to keep track of drop-in attendance. When payments are made throughout the school year, the payment must include the balance due, plus all days attended but not billed, plus the **\$150 minimum** deposit per student to ensure funds are available in my account for future attendance. I understand I must contact my student's PASAR site staff 24 hours in advance in order for my student to attend.
6. I understand Holiday Care is an **additional** fee and not included in my monthly or drop-in fees. I further understand I can enroll my student for Holiday Care online and pay online at time of enrollment. I understand to cancel any Holiday Care session, I must print, complete, and submit the Holiday Care Cancellation form to the Finance office prior to the established deadline for any of the Holiday Care sessions. The Holiday Care Cancellation form is on the PASAR website.
7. **IMPORTANT: Verbal notification of enrollment changes/withdrawal is not sufficient** to alter my obligations under this agreement, and this includes verbal notification to the PASAR site staff. All changes must be submitted to the Finance Office **in writing** using the Change of Service Form by the established deadlines and all accounts must be brought current at the time of change or withdrawal. If I need to **change** my student's enrollment, I must abide by the billing rules established below:
 - **Changes in enrollment:** a \$25 fee is charged and account must be current. The form must be received by the 1st of the current month to be effective the 16th of the current month; or, received by the 15th of the current month to be effective 1st of the next month. The online form is available 24/7 and must be submitted by the designated financial customer by established deadline dates. Submitted form must meet the deadline regardless if Finance Office is open on the deadline date, including weekends and holiday dates. Deadlines are enforced.
 - **Resume enrollment:** Can be effective within 48 hours based on the date the form is received in the Finance Office. Either a full month or one-half month tuition must be paid prior to submitting form since the amount of the tuition is based on the date the student resumes. If a student was removed due to non-payment, the \$25 late payment fee charged, plus any outstanding balance, and the tuition due based on the resume date must be paid before student can resume – no exceptions.
 - **Withdrawals:** No fee is charged but account must be current. The form must be received by the 1st of the current month with payment of one-half monthly tuition, to be effective the 15th day of the current month; **OR**, form must be received by the 15th of the current month, to be effective the last day of the current month (30th/31st).
8. The PASAR Parent Financial Handbook, the PASAR Parent Handbook, and the **complete** online Agreement of Services at time of enrollment are incorporated into this agreement by reference. I understand it is my responsibility to **obtain, read and follow** the financial procedures and business rules outlined in all three referenced documents so my student can participate in PASAR. I further understand that my failure to follow the policies and procedures outlined in the PASAR Parent Financial Handbook, the PASAR Parent Handbook and the complete Agreement of Services may lead to my child being withdrawn from the program. Both handbooks and Agreement of Services can be found at www.pisd.edu/pasar
9. I understand the PASAR Finance Office's primary method of contacting customers is by the email address provided by each customer online inside the portal and it is my responsibility to ensure my contact information is up to date. If I want to be contacted by a method other than email, I must notify the Finance Office in writing and provide the contact information.
10. Employment termination exception: If termination of employment occurs for me or my spouse, I have the option of withdrawing my student from PASAR immediately and incurring no additional fees if I promptly provide the Finance Office within seven calendar days from date of job loss these items: (1) the official termination letter or similar documentation and (2) written notification of my intent to withdraw my student immediately using the Change of Service Form. I further understand I must adhere to the deadlines in #7 above, and I am financially responsible for all fees incurred, until the termination letter and written notification of intent to withdraw are received. All accounts must be brought current at the time of withdrawal.