

# RAS Family Portal (powered by LineLeader)

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Download the Right At  
School App flyer



RIGHT AT  
SCHOOL

# Download the Right At School

## App!



Download on the  
**App Store**



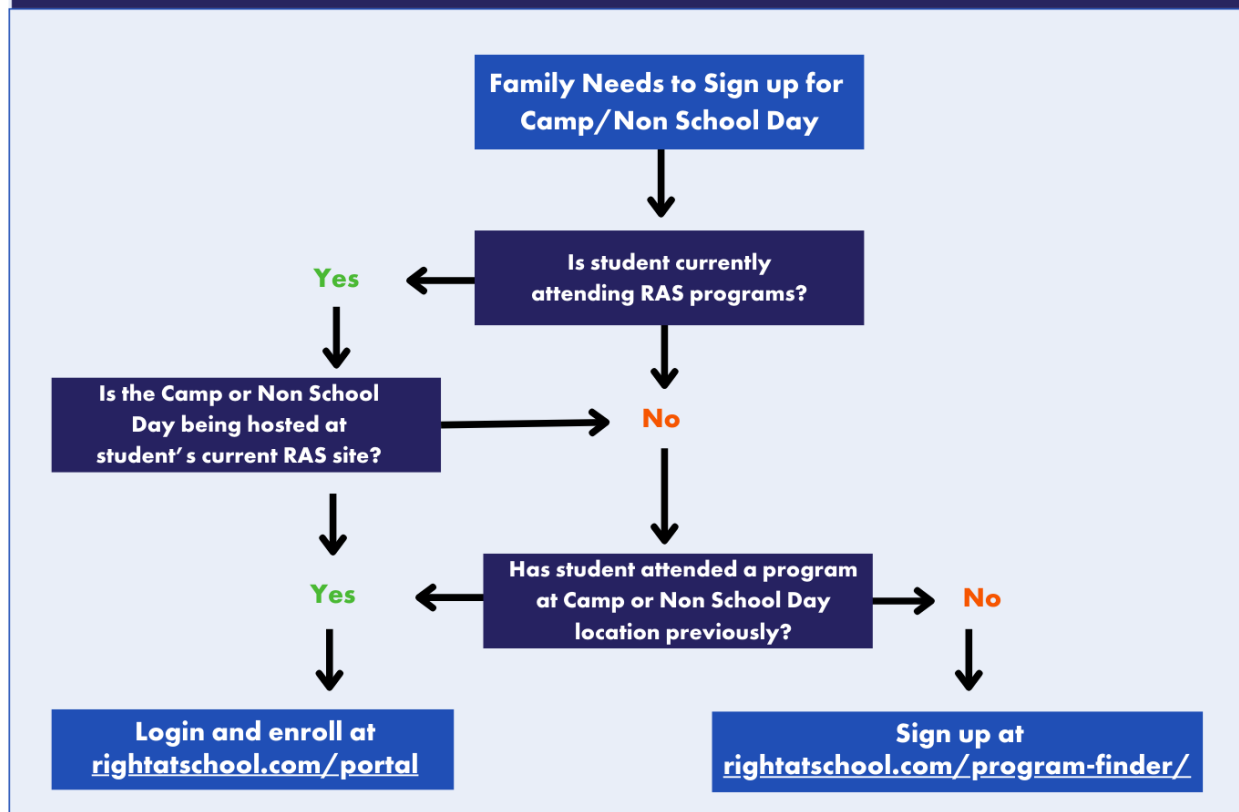
GET IT ON  
**Google Play**

# Helping Families Sign Up for Additional Programs (additional days, Discovery Clubs, Non School Days, Camps)

[Download PDF \(top right\)](#)

### Signing Up for Additional Programs

(additional days, Discovery Clubs, Non School Days, Camps)



### Signing up for Additional Programs

(additional days, Discovery Clubs, Non School Days, Camps)

Signing up for programs hosted at student's CURRENT RAS school:

[rightatschool.com/portal](https://rightatschool.com/portal) > Manage > People > (child's name) > Programs > (scroll down to see available additional programs) > select days if applicable > Summary > Checkout

Signing up for programs hosted at DIFFERENT RAS school but student attended program there previously:

[rightatschool.com/portal](https://rightatschool.com/portal) > Parent's Name (top right) > Switch Community > Select School > Manage > People > (child's name) > Programs > (scroll down to see available additional programs) > select days if applicable > Summary > Checkout

Signing up for programs hosted at DIFFERENT RAS school (never attended):

[rightatschool.com/program-finder/](https://rightatschool.com/program-finder/) > Find School > Get Started > Choose Your Program > Register Now > Enter child's info > Enter parent/guardian's info > Select programs & days > Summary > Checkout

# Video Clip: How to find the QR code and PIN entry spot for your site via the RAS Family Portal

[How to find the QR code and PIN entry spot for your site via the RAS Family Portal](#)

# Video Clip: How to send an app push notification via the RAS Family Portal

[How to send an app push notification via the RAS Family Portal](#)

# Video Clip: How to send an email via the RAS Family Portal (6.2024)

[How to send an email via the RAS Family Portal \(6.2024\)](#)



# RAS Family Portal (LineLeader) Quick Reference Guide (for RAS Employee Discount)



# Family Portal Quick Reference Guide

**RAS employee discount**

## Free Childcare for RAS Employees:

Enroll your eligible dependent children in Right At School's before and after school programs tuition-free and if you are working in a camp program you may also enroll your eligible dependent children tuition-free in those camp programs. Here's how in the RAS Family Portal:

### Register for RAS Programming

#### Registration

- rightatschool.com > Find Your School > Register Now > Enter child's info > Enter parent/guardian's info > Select programs & days > Summary > Check Out
- RAS Employees enter their Employee ID at Check Out
  - Add Discount > Right At School Employee ID

Monday, Tuesday, Wednesday, Thursday, Friday

click here

Order Summary

- Add Discount
- Coupon Code
- Subsidy
- District Employee Email
- Right At School Employee ID

Future Charges:

Total:

1

Right At School Employee Id

Right At School Employee Id

enter your employee ID

Order Summary

Paycom Angle After School

Total:

2

### How to find your Employee ID

#### Found in Paycom Employee Self-Serve

- Login into Paycom
- Click Information > HR Information > see your Paycom System Employee Code

Information Payroll Documents Checklists Benefits Learning

click here

Information

Address and Contact Information

HR Information

Payroll

View Pay Stubs

Pay-To-Date

1

Information Payroll Documents Checklists

HR Information

Paycom System Employee Code

ABCE

your employee ID

Department

Field Employees








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# RAS Family Portal (LineLeader) Family Engagement Guide (for FLs)

# Family Engagement

## for Field Leaders (SPMs/AMs/SAMs)

Field Leaders, you will need to send out Notifications on the following.

I want to...	... so I'll use...	... and it'll say...
 <p>inform families of a contagious illnesses in the program</p>	<p>Notifications </p>	<p>Hi everyone,</p> <p>We hope this message finds you well. We wanted to inform you that we've recently become aware of a case of &lt;contagious illness&gt; within our program. We understand this can be concerning, but please rest assured that we are taking all necessary steps to address the situation promptly and thoroughly.</p> <p>Our team is working to ensure proper treatment and prevention measures are in place. We're also conducting thorough inspections and cleaning of our facilities to minimize any risk of further spread.</p> <p>We encourage you to remain vigilant and check your child for &lt;common symptoms of disease&gt;. If you have any concerns or questions, please don't hesitate to reach out to us. Your child's well-being is our top priority, and we're committed to keeping you informed and supported throughout this process.</p> <p>Thank you for your understanding and cooperation.</p> <p>Best regards,</p>
<p>notify families of a program/electives/camp closure</p> 	<p>Notifications </p>	<p>Please use the QR code for our templates.</p> 
 <p>notify families of a location change</p>	<p>Notifications </p>	<p>Hi families,</p> <p>We're reaching out to inform you about an important update regarding our upcoming &lt;type of camp&gt; camp.</p> <p>We're changing the location of this year's &lt;type of camp&gt; camp to &lt;insert new location&gt; which we've carefully selected to provide all the necessary amenities and facilities for a successful camp.</p> <p>We understand that this change may require adjustments to your plans, and we apologize for any inconvenience it may cause. If you have any questions or concerns, please do not hesitate to reach out to me directly at &lt;your email address and phone number&gt;.</p> <p>Thank you for your understanding and continued support. We are looking forward to an amazing camp experience at our new location.</p> <p>Best regards,</p>



# Family Engagement

## for Field Leaders (SPMs/AMs/SAMs)



If there's an issue with non-payment and Customer Ops has notified you, we have three tiers of communication.

I want to...	... so I'll use...	... and it'll say...
send a preliminary message informing them of a past due balance.	Notifications 	<p>Hi &lt;family member&gt;, it appears there's an issue with your account.</p> <p>We've tried to process your latest invoice, but the recent payment didn't go through. Please visit <a href="https://rightatschool.momentpath.com">rightatschool.momentpath.com</a> or log in to the Right At School app to make the payment for your invoice. You can also call us at 855-287-2466 to process the payment over the phone.</p> <p>Thank you!</p>
send a follow-up message about a past due balance.	Notifications 	<p>Hello &lt;family member&gt;, we've tried contacting you about an outstanding invoice.</p> <p>Please visit <a href="https://rightatschool.momentpath.com">rightatschool.momentpath.com</a> or log in to the Right At School app to make your payment today. You can also call us at 855-287-2466 to pay over the phone. If payment isn't received within 10 business days, your child may be temporarily removed from our roster until the payment is made.</p> <p>Thank you for your cooperation.</p>
notify families of students being unenrolled due to failed payments.	Notifications 	<p>Hello &lt;family member&gt;, your student has been removed from our program due to non-payment. Unfortunately, they won't be able to return until the outstanding balance is settled in full.</p> <p>To re-enroll your student(s), please contact us at <a href="https://rightatschool.com/contact">rightatschool.com/contact</a> or call us at 855-287-2466 to speak with a representative. Thank you.</p>

# RAS Family Portal How-to-Center

The **RAS Family Portal How-to Center**, a dedicated resource designed to help families manage their Family Portal accounts. This center includes visual and written guides covering a range of topics, making it easier for families to navigate the portal.

- **RAS Family Portal How-to Center**
- **RAS Family Portal How-to Center Flyer to share with families**
- **RAS Family Portal Instructional Half-Sheets**
- **RAS Family Portal How-to Center Anchor Links -**

These links take users directly to the relevant instructions on the page.