RAS Family Portal (powered by LineLeader)

- Download the Right At School App flyer
- Helping Families Sign Up for Additional Programs (additional days, Discovery Clubs, Non School Days, Camps)
- Video Clip: 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
- Video Clip: How to send an email via the RAS Family Portal (6.2024)
- RAS Family Portal (LineLeader) Quick Reference Guide (for RAS Employee Discount)
- RAS Family Portal (LineLeader) Family Engagement Guide (for FLs)
- RAS Family Portal How-to-Center

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)

Quick Reference Guide

Helping Families Sign Up for Additional Programs

Signing Up for Additional Programs
(additional days, Discovery Clubs, Non School Days, Camps)

Family Needs to Sign up for Camp/Non School Day

↓

Is student currently attending RAS programs?

Yes ←

No →

Is the Camp or Non School Day being hosted at student's current RAS site? →

Yes ↓

No ↓

Has student attended a program at Camp or Non School Day location previously?

Yes ←   **No** →

Login and enroll at rightatschool.com/portal

Sign up at rightatschool.com/program-finder/
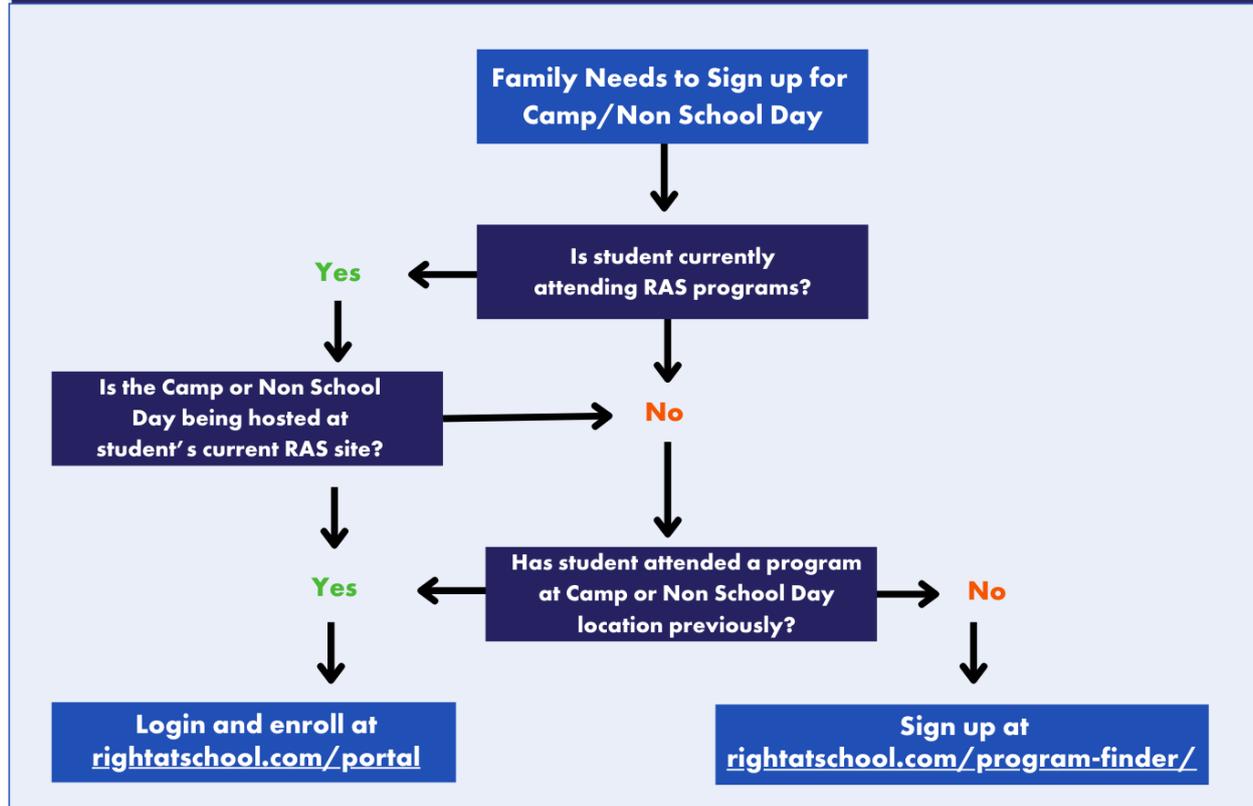
Signing up for Additional Programs
(additional days, Discovery Clubs, Non School Days, Camps)

Signing up for programs hosted at student's <u>CURRENT</u> RAS school:	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 <u>DIFFERENT</u> RAS school but student attended program there previously:	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 <u>DIFFERENT</u> RAS school (never attended):	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

click here

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

$398.00

Future Charges:
Total:

1

Right At School Employee Id ✕

Right At School Employee Id

enter your employee ID

Apply   Close

- Add or Edit Program(s)
- Add Child

Order Summary
- Add Discount

...son Angle After School $398.00

2   Total: $398.00
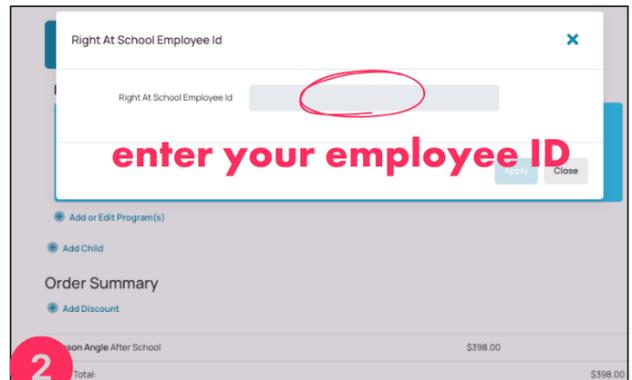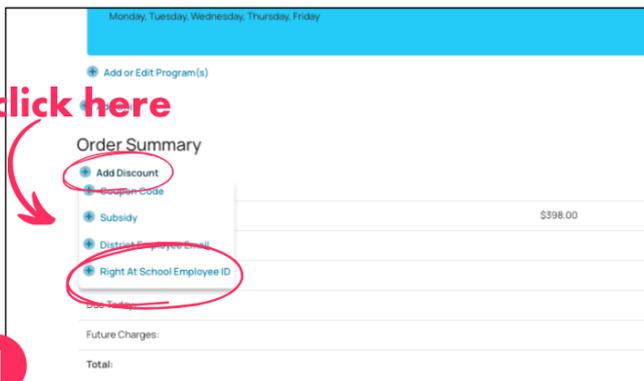
How to find your Employee ID

Found in Paycom Employee Self-Serve	◦ Login into Paycom ◦ Click Information > HR Information > see your Paycom System Employee Code

Information   Payroll   Documents   Checklists   Benefits   Learni...

click here

Information
Address and Contact Information
HR Information

Payroll
View Pay Stubs
Pay-To-Date

D...

1

Information   Payroll   Documents   Checklists

HR Information

Paycom System Employee Code
ABCF

your employee ID

Marital Status
(unset)

Department
...eld Employees

2
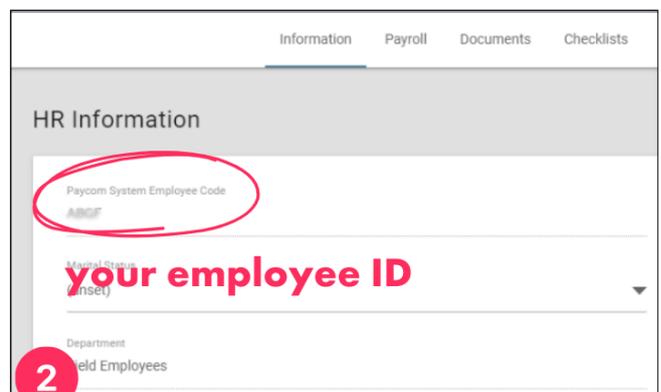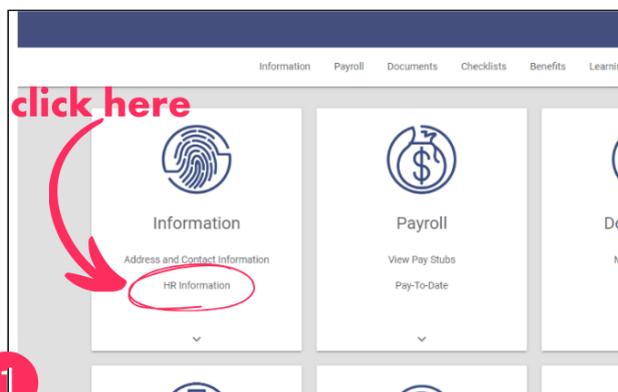
RAS Family Portal (LineLeader) Family Engagement Guide (for FLs)

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…
inform families of a contagious illnesses in the program	Notifications ➕	Hi everyone, We hope this message finds you well. We wanted to inform you that we've recently become aware of a case of \<contagious illness\> 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. 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. We encourage you to remain vigilant and check your child for \<common symptoms of disease\>. 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. Thank you for your understanding and cooperation. Best regards,
notify families of a program/electives/ camp closure	Notifications ➕	Please use the QR code for our templates.
notify families of a location change	Notifications ➕	Hi families, We're reaching out to inform you about an important update regarding our upcoming \<type of camp\> camp. We're changing the location of this year's \<type of camp\> camp to \<insert new location\> which we've carefully selected to provide all the necessary amenities and facilities for a successful camp. 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 \<your email address and phone number\>. Thank you for your understanding and continued support. We are looking forward to an amazing camp experience at our new location. Best regards,

Family Engagement

for Field Leaders (SPMs/AMs/SAMs)

RIGHT AT SCHOOL

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 ➕	Hi \<family member\>, it appears there's an issue with your account. We've tried to process your latest invoice, but the recent payment didn't go through. Please visit rightatschool.momentpath.com 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. Thank you!
send a follow-up message about a past due balance.	Notifications ➕	Hello \<family member\>, we've tried contacting you about an outstanding invoice. Please visit rightatschool.momentpath.com 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. Thank you for your cooperation.
notify families of students being unenrolled due to failed payments.	Notifications ➕	Hello \<family member\>, 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. To re-enroll your student(s), please contact us at rightatschool.com/contact or call us at 855-287-2466 to speak with a representative. Thank you.

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 (EN/ES)**

- **RAS Family Portal Instructional Half-Sheets (CN)**

- **RAS Family Portal How-to Center Anchor Links** – These links take users directly to the relevant instructions on the page.