Norma Butler Bossard Elementary School After School Care

Important News

Effective April 1, 2019, Before School Care, Story Hour and After School Care classes will be switching over to an online payment platform using the FOCUS software.

It is imperative that you have created a parent portal account. You will need a pin that can be given to you in the after school care office or the main office by showing a valid identification. It takes 24 hours for the account to be active from date of registration.

Must use Google Chrome. (Do not use Internet Explorer or Safari)

Directions for Creating a Parent Portal Account:

1. Click on " Create an Account"
2. Enter your name, email and new password (exactly 8 characters)
3. Check your email for registration confirmation, click to validate. It will create the account and give you a username starting with "P"
4. Log into your account.

How to Register and Pay for Before School Care/ Story Hour/ After School Care

1. Log in to the Parent Portal (must have PIN #- contact ASC or main office)
2. Click on "Apps/Services"
3. Click on " Focus -Registration and Online Payment system for Community Education Classes"
4. Under " Featured Programs" click on " Purchase & Pay"
5. Complete Emergency Contact Information (you will not be able to pay for a program, unless the emergency contact information is filled out)
6. Under "Billing" Drop down- Click " Purchase and Pay"
7. Choose Norma Butler Bossard on drop down menu
8. Choose Before School Care, Story Hour, and/or After School Care Class you wish to purchase
9. Click "Add to Cart"
10. Click " Check-out"
11. Click " Continue"
12. Enter payment information
13. Click " Complete Check-out"
14. Print your receipt.

*** If you have any questions please call the After School Care office at 305-254-5209.