

While They're Little, Inc.

Class Notes



ON-LINE MAKE-UP SCHEDULER

Note: Keep these important instructions handy - by your computer or on the fridge, even!

To access the On-Line Make-up Scheduler, go to our website (www.whiletheyrelittle.com) and follow the link to the On-Line Make-up Scheduler. You will be asked for an access key, which is found on the home page, directly below the link.

To schedule a make-up:

In the left column, you have the option to find a class either by (1) Location, (2) Teacher or (3) Availability. Whichever method you choose, the Make-up Scheduler will list all the class meetings that are available for scheduling make-ups. Click on the "Schedule a Make-up" link from the "Actions" column. Enter your e-mail address, phone number, name and child's name and click the "Schedule" button. You will receive an e-mail that confirms the make-up class you have just scheduled (in addition, an e-mail is sent to the teacher as well as the center director).

The Make-Up Scheduler uses e-mail address and phone number to uniquely identify each family, so it is important that you use the same e-mail and phone number when scheduling make-ups. You should also be consistent in how you enter the child's name. If you have more than one child registered, you must schedule make-ups for each child separately. You do not need to schedule make-ups for infant siblings (i.e., siblings under 6 months who attend for FREE).

To cancel a make-up:

Choose "Cancel Make-ups" from the left column. Enter your phone number and e-mail address (remember, this must be the same as when you scheduled the make-up) and click "Find". Choose the make-up you want to cancel and click on "Cancel Make-up" in the "Actions" column. You will receive an e-mail that confirms the cancellation you have just scheduled (in addition, an e-mail is sent to the teacher as well as the center director).