

## Learning Tree Payments: Kids Care Center & My School Bucks

### Step 1: KCC - Navigate to Payment Screen

From Parent Portal Home click on the credit card icons or the Pay Online link.



The screenshot shows the Kids Care Center Parent Portal interface. At the top left is the logo, a red apple with a green leaf and two white figures inside, labeled "Parent Portal". To the right is the title "Kids Care Center" in large black font, with the tagline "Streamlined Childcare Management" below it. A yellow navigation bar contains links: Home, Student Registration, Pickup List, Account History, Attendance History, Tax Statement, My Profile, Library, and Log Out. The main content area is green and features a personalized greeting: "Hi, Jane Testing" and "Account #: 142050". Below this is a welcome message: "Welcome to the Kids Care Center - Parent Portal." and "Your current 2017-2018 balance is \$202.00". There are three credit card logos: VISA, MasterCard, and DISCOVER NETWORK. Below the logos is a blue link that says "Click Here to Pay Online". At the bottom, a section titled "What would you like to do today?" contains four buttons: "Register a Student", "My Billing Account", "View Attendance History", and "Print Tax Statement".

## Step 1: KCC - Enter Payment Amount

Enter Payment amount(s) in Parent Portal and click **PAY NOW** button

**What do you want to pay today?**

CURRENT CHARGES						
School Year	Charge Type	Total Charges	Total Payments	Total Adj	Balance	Payment Amount
<b>Beard</b>						
<a href="#">2017-2018</a>	Enrollment Fees (Beard 2017-2018)	\$30.00	\$30.00	\$0.00	\$0.00	<input type="text" value="0.00"/>
<a href="#">2017-2018</a>	Tuition/Other Fees (Beard 2017-2018)	\$78.00	\$10.00	\$0.00	(\$68.00)	<input type="text" value="68.00"/>
<b>Adams Hill</b>						
<a href="#">2017-2018</a>	Enrollment Fees (Adams Hill 2017-2018)	\$60.00	\$60.00	\$0.00	\$0.00	<input type="text" value="0.00"/>
<a href="#">2017-2018</a>	Tuition/Other Fees (Adams Hill 2017-2018)	\$640.00	\$541.00	(\$50.00)	(\$149.00)	<input type="text" value="149.00"/>
<b>PRE-PAY</b>						
NOTE: Enter any additional pre-pay amounts you wish to pay to your account in addition to outstanding charges entered above. The Total Payment amount will be automatically calculated as the total of the payment amounts entered above and the pre-pay amounts entered below.						
School Year	Payment Type					Payment Amount
<a href="#">2017-2018</a>	Post payment against my 2017-2018 Account Adams Hill 2017-2018(Adams Hill)					<input type="text" value=".00"/>
<a href="#">2017-2018</a>	Post payment against my 2017-2018 Account Beard 2017-2018(Beard)					<input type="text" value=".00"/>
					<b>Fees = \$217.00</b>	
<b>Convenience Fee (e-check=\$1.75, credit card= 3.25%)</b>						
					<b>Credit Card Fee =</b>	<input type="text" value="\$7.05"/>
					<b>Total Credit Payment =</b>	<input type="text" value="\$224.05"/>
					<b>e-check Fee =</b>	<input type="text" value="\$1.75"/>
					<b>Total e-check Payment =</b>	<input type="text" value="\$218.75"/>
<input type="button" value="Pay Now"/> <input type="button" value="Cancel"/>						

## Step 2: KCC - Review/Verify Payment Amount

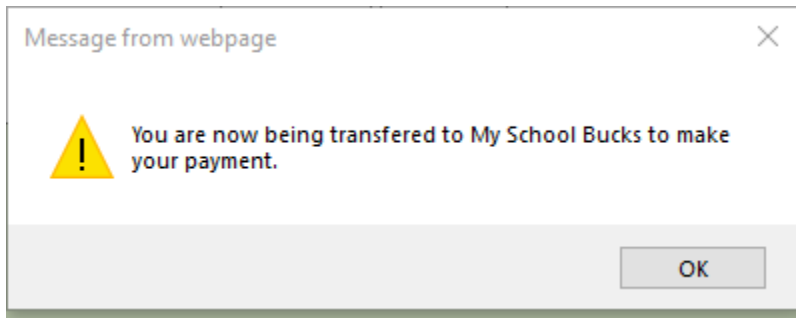
Verify Payment Amount(s) and click **PAY NOW** button

**Payment Review**

Line Item	Amount
2017-2018 Tuition/Other Fees (Beard 2017-2018 (Beard))	\$68.00
2017-2018 Tuition/Other Fees (Adams Hill 2017-2018 (Adams Hill))	\$149.00
<b>Convenience Fee (e-check=\$1.75, credit card= 3.25%)</b>	
<b>Credit Card Fee</b>	\$7.05
<b>Credit Card TOTAL</b>	<b>\$224.05</b>
<b>e-check Fee</b>	\$1.75
<b>Total e-check Payment =</b>	<b>\$218.75</b>

## Step 3: KCC - Proceed to My School Bucks


After clicking the PAY NOW button, an alert will appear stating you are being transferred to My School Bucks site. Click OK



## Step 4: MSB - Select Login Option on My School Bucks

After clicking OK, you will be directed to the My School Bucks site to login or continue as a guest.

Welcome, Guest ▾ Northside Independent School District Language ▾

**MY SCHOOL BUCKS** 2 items | \$15.00 

### Login to continue


Remember Me

A user profile will allow us to remember your personal information so you don't have to enter it every time. However, if you'd like to continue without an account, please click the button below.

[Forgot your username or password?](#)  
[Don't have an account? Sign up today!](#)

## Step 5: MSB - Choose Payment Method

Welcome, ▾ Northside Independent School District Language ▾

**MY SCHOOL BUCKS** 2 items | 

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT
2017 Tuition/Other Fees (Beard 2017-2018 (Beard))	Johnny Test		1	\$68.00
2017 Tuition/Other Fees (Adams Hill 2017-2018 (Adams Hill))	Amerie Michael		1	\$149.00

Choose a payment method:

E-CHECK  CREDIT CARD

Make this my primary billing account

[Enter a new credit card ▾](#)

Subtotal	\$217.00
Sales Tax	\$0.00
Program Fee	\$7.05
<b>Total</b>	<b>\$224.05</b>

*By clicking this button, you agree to our Terms of Service*

## Step 6: MSB – Review and Pay

Welcome, Northside Independent School District Language

**MY SCHOOL BUCKS** 2 Items

Please review your order and click "Continue" to confirm.

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT
2017 Tuition/Other Fees (Beard 2017-2018 (Beard))	Johnny Test		1	\$68.00
2017 Tuition/Other Fees (Adams Hill 2017-2018 (Adams Hill))	Amerie [redacted], Michael [redacted]		1	\$149.00

BILL TO: Visa ending in 1111

Subtotal	\$217.00
Sales Tax	\$0.00
Program Fee	\$7.05
<b>Total</b>	<b>\$224.05</b>

*By clicking this button, you agree to our Terms of Service*

## Step 7: MSB – Processing

A processing message will appear and redirect you to KCC.

## Step 8: Return to KCC



**PAYMENT ACCEPTED: THANK YOU FOR YOUR PAYMENT OF \$ [redacted]. PLEASE CLICK THE LINK BELOW TO RETURN TO THE PARENT PORTAL**

[Click Here to return to the Parent Portal Home Page](#)