

**CHAMPIONS**

# HOW TO REGISTER WITH A SUBSIDY

Use this guide to register your family with a subsidy. This can only be done on the website, not in the app.

- Register once per location if your child attends more than one school.
- If you want to enroll in a program at a different school, make sure to use the same email so we can link accounts. See [Enroll at Multiple Locations](#).
- Need to register another child? See [Add Another Child](#).
- Already registered and need to make updates? See [Change Your Ongoing Schedule](#) and [Add Programs and Camps](#).

## STEP-BY-STEP INSTRUCTIONS

### STEP 1:

Go to [my.discoverchampions.com](https://my.discoverchampions.com).

### STEP 2:

Search by ZIP code, choose your location, then click **“Enroll.”**

### STEP 3:

Enter your child’s information. Click **“Continue.”**

The screenshot shows a registration form titled "Add Your Information" with a red error indicator in the top right corner. The form contains the following fields and options:

- First Name: [Text input field]
- Last Name: [Text input field]
- Relationship to Child: [Text input field]
- Primary Phone #: [Text input field]
- Alt Phone #: [Text input field]
- Email Address: [Text input field]
- Physical Address: [Text input field]
- City: [Text input field]
- State: [Text input field]
- Zip: [Text input field]
- Primary Caregiver
- Authorized Pickup
- Emergency Contact

## STEP 4:

Fill in parent/guardian information. Select the Primary Caregiver. Click **“Continue.”**

The screenshot shows the 'Child Registration' form with the following fields: Child's First Name, Child's Last Name, Date of Birth, Grade, Gender, Are you English Proficient?, Does your child have allergies?, If your child has allergies, are those allergies life-threatening or severe?, and Is there anything we need to know about your child's care needs to ensure that we provide the best education and care? Each field has a dropdown menu or a 'Select Yes or No' option.

## STEP 5:

Add at least three contacts: Family Member, Authorized Pick-Up, and Emergency. Click **“Continue.”**

The screenshot shows the 'Add Contacts' form with three sections: Primary Caregivers, Authorized Pickups, and Emergency Contacts. Each section has a list of contacts with checkboxes and an 'Add Additional Contacts' button at the bottom.

## STEP 6:

Choose your program, select attendance days, and pick your Monday start date. Click **“Continue.”**

The screenshot shows the 'What days would you like to attend?' form. It features a program description for 'Champions - After School', pricing information (\$55.00 - \$100.00), and a grid of days (Mon, Tue, Wed, Thurs, Fri) with checkboxes. The effective date is set to 10/22/2025, and the price is \$100.00.

## STEP 7:

To add your subsidy, click **“+ Add Discount”** and select **“Subsidy Approval Queue”** from the dropdown options.

The screenshot shows the 'School Year Programming' form. It includes a program description for 'Champions - After School', pricing information (\$55.00 - \$100.00), and an 'Order Summary' table with the following items: Add Discount, Coupon Code, Subsidy Approval Process (Price: \$100.00), Plan Total (\$100.00), Registration Fee (\$60.00), One Tuition (\$60.00), Future Charges (\$100.00), and Total (\$380.00).

## STEP 8:

Enter subsidy eligibility information and upload your subsidy authorization or certificate.

The screenshot shows the 'Voucher Information' form. It includes a form for Agency Name, Class #, and Supporting Documentation (Upload File). Below the form is a table with the following items: Plan Total (\$100.00), Registration Fee (\$60.00), One Tuition (\$60.00), Future Charges (\$100.00), and Total (\$380.00).

## STEP 9:

Once submitted, a member of our team will review your subsidy eligibility. Check your email for a confirmation, then follow the link to [activate your account](#), set your password, and finish setting it up.

Thank you for submitting your registration. Since you indicated that you receive assistance from a subsidy program, we are verifying your eligibility. A member of our team will reach out within a few days to confirm your registration.

### **STEP 11:**

If you have a parent copay, you will want to update your payment method used for Autopay after you [activate your account](#). Sign in at [my.discoverchampions.momentpath.com](https://my.discoverchampions.momentpath.com).

### **STEP 12:**

On the web home page, click your profile in the top-right corner and select your name.

### **STEP 13:**

Click the **"Billing"** tab,

### **STEP 14:**

Under Payment Info, add or update your payment method if needed.

### **STEP 15:**

Select **"Update Autopay"** to set up Autopay. If you need a specific copay amount, your site director can help.

### **STEP 16:**

Click **"Save."**

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## **TROUBLESHOOTING**

- **Can't find your location?** Confirm your ZIP code or try searching by school name.
- **Form won't continue?** Look for missing required fields with an asterisk.
- **No activation email?** Check spam or contact your site director.
- **Need to register at another school?** See [Enroll at Multiple Locations](#) and contact your site director to link accounts.
- **Need to register another child?** See [Enroll Another Child](#).

**QUESTIONS?** Email [ChampionsHelp@KC-Education.com](mailto:ChampionsHelp@KC-Education.com), call 800-246-2154, or contact your site director.