

How to View & Print Your Child's Monthly Class Calendars

This document outlines how to view and print the Monthly Class Calendars for your child's class. This feature is available for all families registered in our Preschool, Junior Kindergarten, JK3, Childcare, School Age Care, and Development Programs.

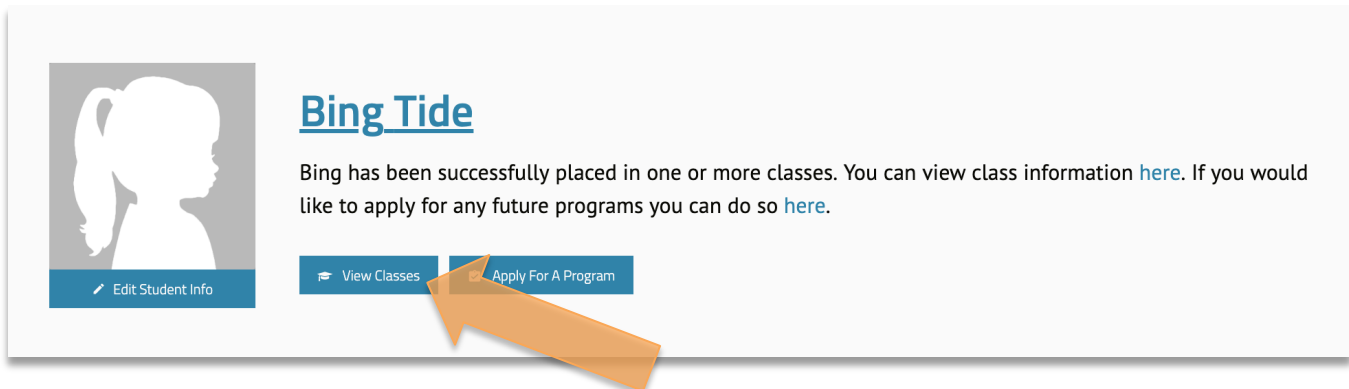
Should you have any issues accessing or printing your child's class calendar, please talk to your child's teachers, or call our Administration office at 604-575-0549. We are always happy to help!

STEP 1

Log in to your **Parent Portal** at www.windandtide.com.

STEP 2

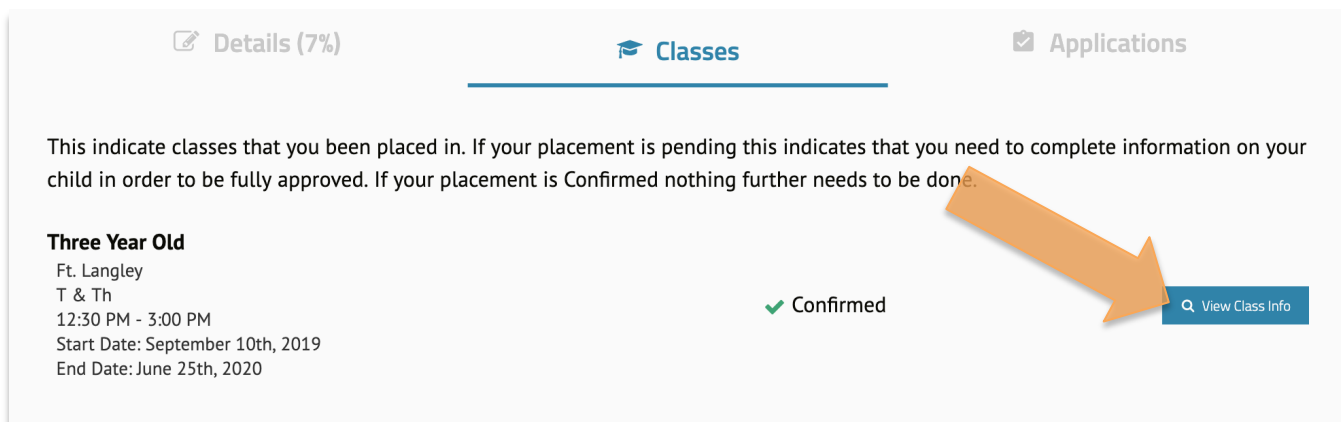
From your **Dashboard**, under the child's name that you wish to print a calendar for, click on the blue **"View Classes"** button.



The screenshot shows a user profile for a child named "Bing Tide". On the left is a silhouette of a girl's head with a ponytail. Below it is a button labeled "Edit Student Info". To the right of the silhouette, the name "Bing Tide" is displayed in a blue, underlined font. Below the name is a paragraph of text: "Bing has been successfully placed in one or more classes. You can view class information [here](#). If you would like to apply for any future programs you can do so [here](#)." Below this text are two blue buttons: "View Classes" and "Apply For A Program". A large orange arrow points from the "View Classes" button towards the bottom right of the page.

STEP 3

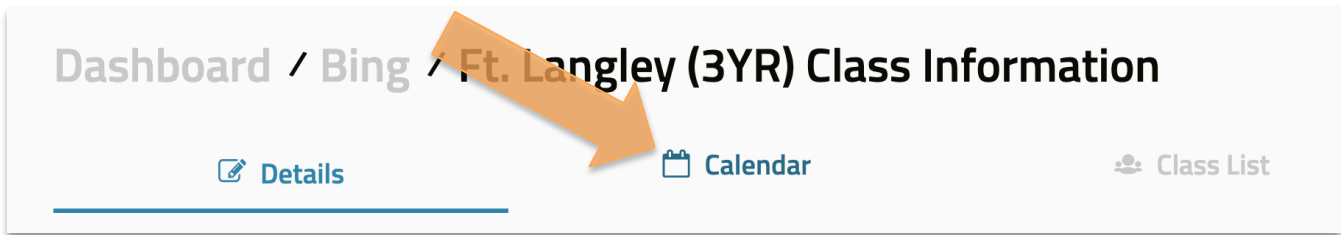
On your Classes page, on the far right side of the screen, select the blue **"View Class Info"** button.



The screenshot shows the "Classes" tab selected in a navigation bar. The navigation bar has three tabs: "Details (7%)", "Classes", and "Applications". Below the navigation bar is a paragraph of text: "This indicate classes that you been placed in. If your placement is pending this indicates that you need to complete information on your child in order to be fully approved. If your placement is Confirmed nothing further needs to be done." Below this text is a list of class details for a "Three Year Old" class at "Ft. Langley". The details include: "T & Th", "12:30 PM - 3:00 PM", "Start Date: September 10th, 2019", and "End Date: June 25th, 2020". To the right of these details is a green checkmark followed by the word "Confirmed". On the far right of the class details is a blue button labeled "View Class Info". A large orange arrow points from the "View Class Info" button towards the bottom right of the page.

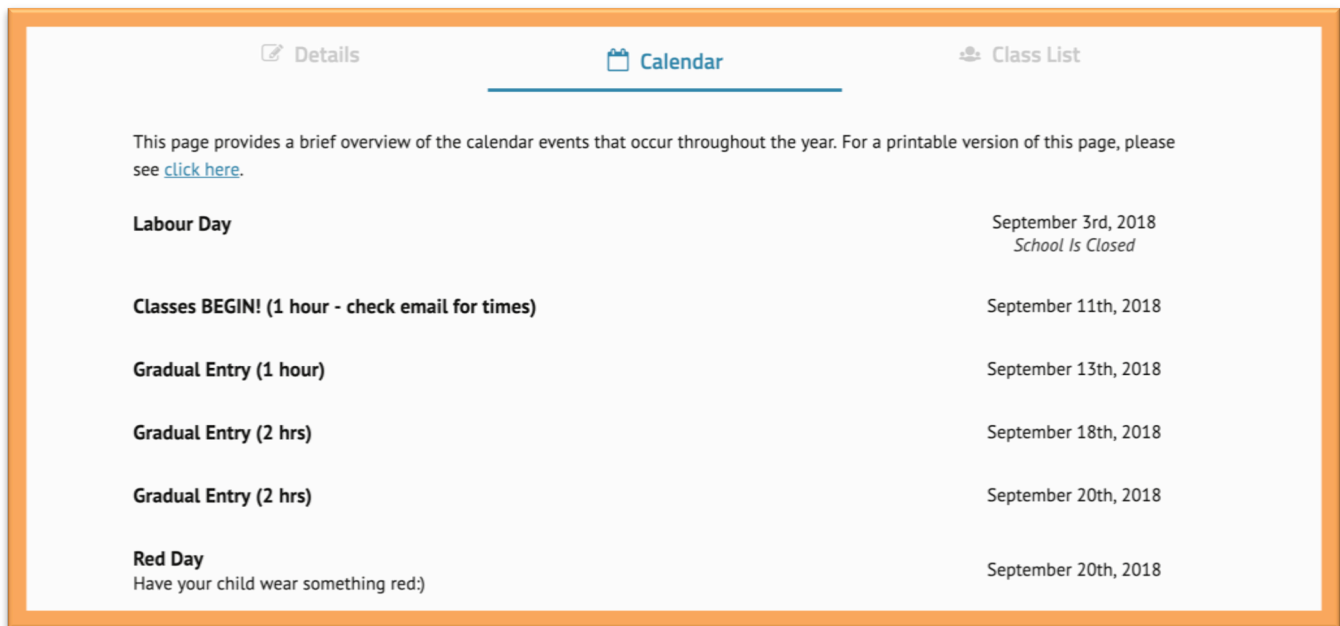
STEP 4

Select the center heading, titled “Calendar”.



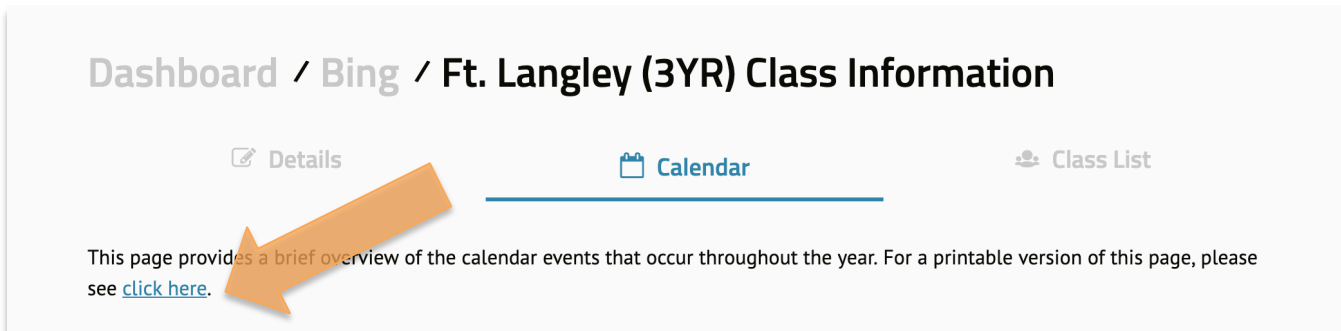
STEP 5

To VIEW a list of important dates and class events for the year, simply scroll through the dates listed on the calendar page.



STEP 6

To PRINT A COPY of your child’s Class Calendar, select “click here.”



STEP 7

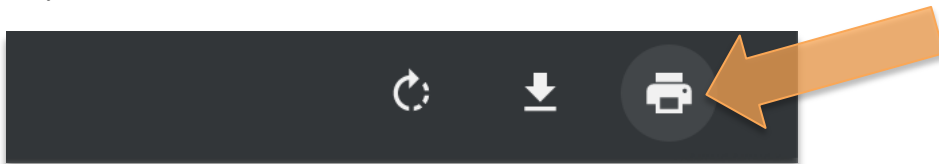
Your child's class calendar will now open. At the top of the page, click on "Printable Calendar" (middle icon) to print the class calendar page for the current month displayed. **IMPORTANT! To view and print the class calendar for future months, click on the [next month's calendar](#)** (shown in the upper right-hand corner).*



**PLEASE NOTE: Calendars must be printed month by month, and one page at a time.*

STEP 8

To print look for a "task" menu box similar to the one shown below and click on the "Printer" icon. (Note: this task menu box may appear when your mouse hovers around the bottom right-hand corner of your screen).



Alternatively, right click your mouse and select "Print" to open the print dialogue box for your computer.

