

Parents/Guardian,

Listed below are instructions on how to print your 2019 Child Care Activity for tax purposes. If you have any questions, please reach out to Claudia in the Child Care Main Office at 610-670-0180, ext. 4823.

1. Go to Main Wilson Website, [www.wilsonsd.org](http://www.wilsonsd.org)
2. On Right Hand Side, click on "Skyward Access"
3. Click on "Student Access"
4. Login with your User Name and Password.
  - \* If you do not know your User Name and Password, please see below:
    - For Berkshire Heights: If you do not know your user name and password, you will need to Contact Claudia in the Main Office, 610-670-0180 ext. 4823 or [schcla@share.wilsonsd.org](mailto:schcla@share.wilsonsd.org), and schedule an in-person meeting. Please bring proper identification.
    - For School Age Program: If you do not know your user name and password, you will need to contact your child's elementary school main office.
5. After you have logged in, on left-hand side, click "Fee Management"
6. Then, on Top Right, Under Print Reports, click "Calendar Year Statement 2019". This is where you can create a date range. Change Date range to reflect 1/1/2019 - 12/31/2019, and then click print.
7. Then hit "view report".