

2024-25 TOTS and/or All Aboard Program Registration Instructions

Open Enrollment January 8, 2024 to February 5, 2024

\$175 annual family registration payment is due with registration. Please submit a check payable to Westfield Washington Schools along with the Child Information Form and Birth Certificate. Check is cashed when enrollment is confirmed.

Enrollment is limited. If registration exceeds space in a program, a Lottery will be held on February 9, 2024. The Lottery will be closed to the public. Families will be notified by email of enrollment acceptance on or before February 16, 2024.

- Priority placement is given to currently enrolled full time families and full time school year plan requests (Subject to availability)
- Infant and Toddler enrollment is only open to children of WWS employees
- Preschool enrollment is open to children of WWS employees and to families with older children enrolled in WWS, and families who reside in the school district
- All Aboard enrollment is open to children of WWS employees and to families who reside in the school district

Step One: Instructions for Opening a “New” EzChildTrack Account

New Families: Families who do not have an EzChildTrack account from a prior enrollment (BAC, TOTS, All Aboard or Summer Camps) will first need to set up an account. To set up your EzChildTrack account, follow the New Family instructions below:

Go to: www.wws.k12.in.us >Departments > Student Support Programs > EzChildTrack

1. Select **NEW Parents OPEN ACCOUNT**. Register: Open New Account. Enter Email Address. An instruction page will pop up. Add Primary Account holder.
2. Complete all required fields. The program will prompt if not completed correctly.
3. Primary Account Holder information is the parent/guardian who is responsible for the registration and billing. An email address is required and will be used for communication with the Primary Account Holder. Check box to receive emails and text messages.
4. **If you do not have a home phone or a cell phone, please check appropriate box.**
5. Secondary Account holder information is usually the other parent. If the other parent is not involved with the account, please check the box **“Do Not Have a Secondary Account Holder”**.
6. Click **Add Child**. Complete new child information including the relationship information. Select the parent the child lives with in this section. This will auto-fill the child's address.
7. In the drop-down area of the School Information field, select the **school** your child will attend during the **2024-25** school year (Virginia F Wood Early Learning Center) and the child's **2024-25** grade level.
8. Enter at least one emergency contact (required). These are additional contacts other than the Primary and Secondary Account Holders. Do not use Primary and Secondary Account Holder information in this area.
9. You have the option of adding up to 5 additional people who are authorized to pick up your child(ren).
10. Enter all medical information. Click Save
11. You may add any additional children to your account by clicking **Add Child**. If no additional children need to be added to your account, you may proceed to the next step.
12. Click Terms and Conditions. View Fee Page. Submit Application. Exit program.
13. You will receive an email with your account number and a temporary password. Using this temporary password, return to EzChildTrack and sign in as a Returning Customer Sign In. The email associated with your account is your user name. You are now ready to complete online registration for any of the programs offered by Student Support Programs. Call our business office at 317-896-4803 if you do not receive a password.

TOTS and All Aboard classrooms are closed on MLK Day, Presidents Day and Thanksgiving Break. Enrollment for Fall, Winter and Spring Break for **Preschool and All Aboard** requires additional enrollment. Enrollment and or withdrawal must be done no later than 2 weeks prior to the start of each break to secure care or to avoid financial responsibility for break fees if withdrawing. Enrollment numbers are limited with minimum and maximum enrollment.

Step Two: Instructions for Online Program Registration for 2024-25 TOTS and/or All Aboard

Sign in to your EzChildTrack account as a returning family and select Register in the 2024-25 TOTS and All Aboard Program section on the left side of the page.

Instruction Page will show up. Select Review My Account

1. Your contact information will auto-fill. Review information to make sure all required fields are completed and correct. Make changes as needed. You will be prompted to fix any errors.
2. Please check the Agree to Receive Texts as this is how we send important communications. Emails are used for billing.
3. Select **Enroll** after your child's name. The child's information will auto-fill. Make changes if needed. Scroll down to the School/Enrollment Information area on this page and select the 2024-25 School if different from what is currently displayed. It should be the Virginia F Wood Early Learning Center. The grade should be your child's 2024-25 grade level. (Infants 12 weeks to 1 year old by 8/1/24; Toddler 1 or 2 years old by 8/1/2024; Preschool 3 years old by 8/1/2024; Pre-K 4 by 8/1/2024). If this is not correct, contact the business office at (317) 896-4803 as this will affect your ability to submit correct enrollment.
4. Review Emergency Contacts. Please do not include emergency contacts in the option to receive text messages.
5. Review persons authorized to pick up your child. You have the option to add 5 contacts. Please do not include these names to receive text messages.
6. Enter all Medical Information. Be sure to answer each question.
7. Click **Enroll Child**.
8. Select the date your child will start attending our program. Confirm. Select the site your child will attend. Select the activities you want for your child. *(Break Care Plans for Preschool and All Aboard require a separate enrollment. If you are in the wrong program, exit this program and select the appropriate program and start over.)*
9. Click **Save Enrollment** at the bottom of the page.
10. Continue with any additional children you need to enroll. If the child you wish to enroll is not on your account, you may add child to your account at this time. If other children are listed on your account and you do not want to enroll them in the program that you have open, select skip registration next to their name.
11. Select **Terms and Conditions**. Download documents for each and review, agree, and electronically sign for each document in the Releases/Waivers and Contract Details section.
12. View Fee Summary. A non-refundable Registration fee will be posted to your account once your enrollment has been accepted.
13. Submit Application. Exit program.

Your child(ren)'s registration will remain **pending** until the Student Support Program's Business Office has reviewed your application and the lottery placement is complete. Once lottery placement has been determined, any remaining spots will be accepted based on availability after the lottery. You will receive an email confirmation of enrollment on or before February 16, 2024. **Full Program Information Packets will be emailed to you at this time. The required forms in the packet must be completed and returned by April 30, 2024.** Our TOTS and All Aboard programs will be in the Virginia F Wood Early Learning Center located at 15900 Tomlinson Road, Suite A, Westfield, IN 46074. (Door 1)

Step Three: TOTS or All Aboard Enrollment Information and \$175 Registration Payment **Due by February 5, 2024 by 4:00 PM**

1. Submit the following items to Westfield Washington Schools, 19500 Tomlinson Rd, Suite A, Westfield, IN 46074 Attn: Donna Benedict by February 5, 2024:
 - a. Check for \$175 made payable to Westfield Washington Schools
 - b. TOTS and/or All Aboard Enrollment Information Form
 - c. A copy of the child's birth certificate unless on file from 2023-24
2. The registration check will not be cashed unless enrollment is confirmed.
3. Online registration on EzChildTrack must be submitted by 11:59 PM on February 5, 2024.
4. Registration is not considered complete until the Online Registration **AND** the TOTS or All Aboard Enrollment Information Form, Birth Certificate and \$175 registration fee are received.
5. WWS employees may opt for payroll deduction. Please mark the TOTS or All Aboard Enrollment Information Form accordingly. If both parents work for WWS, indicate which parent will be responsible. If payroll deduction is selected, do not mark Auto Pay in your EzChildTrack account. **Payroll deduction will start with the August 20, 2024 payroll.**
6. If a family postpones the start date for the child (12 weeks or older), the account will be billed 50% of the weekly fees to hold the enrollment spot until the child starts attending.