

3 & 4 Year Old Online Enrollment Instructions

Step Two: Instructions for Online Program Enrollment

- Go to: www.wws.k12.in.us > Parents > WWS Summer Camps > EZ ChildTrack. Sign in to your EZ ChildTrack Account under *Returning Customer Sign In* using your email address and password.
- Click register for Full-Time Summer Care for 3 and 4 year olds. An instruction page will pop up. The program will alert you if there is an error on any of the pages. Review My Account.
- Primary account holder information will auto-fill. Confirm that all required information is updated and included. Select Add-Review- or "No Secondary Account Holder".
- Select Enroll after your child's name. The child's information will auto-fill. Review and update information, Emergency Contacts, Authorized Persons to pick up the child, and Medical Information. Enroll the child.
- Camp offerings for the selected summer site chosen and the appropriate grade level will display. Enrollment is for the full summer starting June 6 through August 3, 2022.
- Select the site SUMMER.
- Select Activity. Save Enrollment.
- Select Enroll for other children you want to enroll in the Full-time Summer Care Program. You can add additional children to your account at this point. If you do not need to register any additional children at this time, select *Skip Registration* next to any additional child's name listed.
- IMPORTANT: Confirm that all Full-time Summer Care registrations for the family are submitted before going to Terms and Conditions. Once you submit the enrollment, you will be unable to open Full-time Summer Care for additional registrations until all pending registrations have been accepted by the business office.
- To add more Full-time Summer Care enrollments to your account, Select + *Register New Child* if a child is not yet registered for this Summer program.
- Children in K through 8th grade will find summer offerings under the Summer 2022 Camps Week-by Week. This plan includes Opportunity and Sports Camps for grades K-8. To enroll K-8th grade children, return to home page and select Register Week-by Week Summer 2022 after completing and submitting registration for Full-time Summer Care.
- Select *Terms and Conditions*. Initial and electronically sign the Terms, Conditions, Release/Waivers and/or Contract Details.
- Review the \$15 per child non-refundable registration fee.
- *Submit Application*. You will receive an email with confirmation of registration request.

Your child(ren)'s summer enrollment will remain pending for 7 to 10 business days. Enrollment will be processed on a first come, first serve basis and accepted based on availability. You will receive a second email confirming the enrollment. Enrollment will remain pending until the balance past due on your account has been paid. Space is not reserved or guaranteed if a balance is owed on an account. Summer enrollment cancellation is done by email mychild@wws.k12.in.us by May 23, 2022 to avoid payment penalty. After May 23, you are responsible for the weekly fees for the summer program. See parent cancellation policy the catalog. No Internet access? A copy of the Westfield Camps Summer 2022 Camp Guide can be viewed at Westfield Washington Schools Administration Building, 1143 E 181 Street, Westfield. If questions, call (317) 867-8017.



IMPORTANT: The 3 & 4 year old program is a full summer commitment. No credit is given for days not attended or if the district must cancel at any time due to circumstances beyond the school district's control.