

# Week-by-week Online Enrollment Instructions grades K through 13 Years Old

## Step Two: Instructions for Online Summer Enrollment

1. Go to [www.wws.k12.in.us](http://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.
2. Click Register for Summer 2022. An instruction page will pop up for your information. Select Review Account. The program will alert you if there is an error on any of the pages.
3. Primary Account Holder information will auto-fill. Review and correct all information as needed for the primary account holder. Add, review Secondary Account Holder or select "No Secondary Account Holder".
4. Select Enroll after your child's name. The child's information will auto-fill. 2022-23 School and Grade will auto-fill.
5. Review and correct if needed the child's Emergency Contacts. Review and correct if needed the Persons Authorized to Pick Up your child. Review and correct if needed Medical Information.
6. Enroll Child. Select week or weeks you want the child to attend.
7. Select the site for your child: Full Week Kindergarten Camp; Full Week Camp Grades 1-through Age 13; or Sports and Opportunity Camps Only (No Day Care Offered).
8. Select the week and the camp you wish for your child to participate in. Continue until all weeks needed have been selected. Select Full Week Camp only if no add-on camps are wanted. Also select Extended Care if you need care from 5:30 to 6:00 pm. Select Full Week plus the add on camp you want for the week. If Day Care is not needed, select Sports and Opportunity Camps Only.
9. Save Enrollment.
10. Select enrollment for any other children you are enrolling for summer. Repeat above instructions. If you are not registering other children on your account at this time, select "skip enrollment" by their name. New children may be added by selecting "Add Child".
11. IMPORTANT: Confirm that all registrations for the family have been submitted before continuing to Terms and Conditions. You will be unable to open Summer 2022 for additional registrations until all pending registrations have been accepted by the business office.
12. Select Terms and Conditions. Initial and electronically sign the Terms, Conditions, Release/Waivers and/or Contract Details.
13. Review the one-time \$15 per child non-refundable summer registration fee. Submit Application. You will get an email with confirmation of registration request.
14. You will receive a second email confirming enrollment in summer camps.
15. After child's enrollment has been accepted, and you want to add more weekly summer enrollment, select View and Enroll. Select +Register New Child if a child is not yet registered for any summer weeks. Summer Care for 3 and 4 year olds is not in this section. Return to home page and select Register for Full-time Summer Care 2022 after completing and submitting registration for grades K-8.
16. Summer enrollment is done week-by-week and must be submitted at least 14 days prior to the start of each week. Your child(ren)'s summer enrollment will be processed within 7 to 10 business days. Acceptance of enrollment is on a first come, first serve basis and is based on each camp's availability. Enrollment will remain pending if there is a balance due on your account. Space in the summer program is not held or guaranteed if a balance is owed on an account. If you need to cancel any of the summer enrollments, you must email [mychild@wws.k12.in.us](mailto:mychild@wws.k12.in.us) at least 14 days prior to the start of the week you need to cancel in order to avoid payment penalty. See parent cancellation policy in this catalog.

There are no options to enroll in partial weeks or partial days.

Full week enrollment does not allow credit for days not attend.

No Internet access? You can view a copy of the Westfield Camps Summer 2022 Camp Guide at Westfield Washington Schools Administration Building located at 1143 E 181 Street, Westfield. If you have questions, please call (317) 867-8017 for assistance.