

Enrollment Instructions for 2022-2023 Programs

BAC, Zone 58, Occasional Care, Break Plans, and Non-School Days

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

1. Forgot User Name of Password: Do not set up a new account. Call 317-867-8017 or 317-896-4803 for assistance.
2. Adding children to existing account: Add child during program registration.
3. Updating Information: Use “My Account” tab in EZChildTrack or call 317-867-8017 or 317-896-4803.

Sign in to your EzChildTrack account as a returning family and select Register in the program you want.

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 2022-2023 School if different from what is currently displayed. The grade showing should be your child’s 2022-2023 grade level. If this is not correct, please contact the business office as this will affect your ability to submit correct enrollment.
4. Review Emergency Contacts. Please do not include emergency contacts in option to receive text messages.
5. Review 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.
7. Click **Enroll Child**.
8. Select the date your child will start attending our program. Confirm. Select the activities you want for your child. Non-school days may be added up to 2 weeks prior to the date school is closed. *(Break Care Plans and Occasional Care Plans 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 then in the program that you have open, select skip registration next to their name.
11. Select **Terms and Conditions**. Review documents, 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.

You will receive an email confirming that your online registration request has been submitted. Enrollment will be accepted on a first come, first served basis based on availability and account must be in good standing. You will receive a confirmation email from Student Support Programs when enrollment has been accepted. Please allow 10 business days for processing. There is a \$20 annual registration fee per child for the School Year Plans. Enrollment will remain pending if a balance is due on your account and will be accepted when the account is current. Space in the program is not held or guaranteed if a balance is due on the account, and the enrollment remains at pending status until account is paid. If the program is full, your enrollment request will remain as pending.

Non-school days during the 2022-23 year are 8/8-9-10/22; 11/10-11/22; 1/2/23; 1/16/23; 2/20/23, and 2/24 & 27/23 and **are not included in School Year Plans. If you need care on these non-school days, you will need to submit enrollment under the 2022-23 BAC Plans.** After initial enrollment in BAC, non-school days may be added by using the view and enroll button in the BAC section.

Break care for Fall Break; Thanksgiving Break; Winter Break; and Spring Break are found under the **2022-23 Break Care.**

Cancellations or changes to any enrollment requires a 14 day in advanced notice by email to mychild@wws.k12.in.us. Failure to provide the advanced notice will result in your account charged for the enrollment and you will be financial responsibility. There is no credit given for days unused in a program.