

2022-23 TOTS and All Aboard Program Registration Instructions

Open Enrollment January 10, 2022 to February 4, 2022

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

Enrollment is limited. If registration exceeds space in a program, a Lottery will be held on February 10, 2022. The Lottery will be closed to the public due to Covid-19 restrictions. Families will be notified by email of enrollment acceptance on or before February 15, 2022.

- 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 **2022-23** school year (Virginia F Wood Early Learning Center) and the child's **2022-23** 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 317-867-8017 if you do not receive a password.

Step Two: Instructions for Online Program Registration for 2022-23 TOTS and All Aboard

Sign in to your EzChildTrack account as a returning family and select Register in the 2022-23 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 2022-23 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 2022-23 grade level. If this is not correct, contact the business office at (317) 867-8017 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 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 lottery placement. 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 15, 2022. **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 29, 2022.** Our TOTS and All Aboard programs will be in the Virginia F Wood Early Learning Center located on the Monon Trail Elementary property.

Your child(ren)'s registration will remain **pending** until the Student Support Program's Business Office has reviewed. Enrollment will be accepted based on availability after the lottery. You will receive an email confirmation of enrollment on or before February 15, 2022. **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 29, 2022.** All TOTS programs will be in the Virginia F Wood Early Learning Center located on the Monon Trail Elementary property.

Step Three: TOTS or All Aboard Enrollment Information and \$175 Registration Payment

Due by February 4, 2022 by 4:00 PM

1. Submit the following items to Westfield Washington Schools, 1143 East 181st Street, Westfield, IN 46074 Attn: Donna Benedict by February 4, 2022:
 - a. Check for \$175 made payable to Westfield Washington Schools
 - b. TOTS or All Aboard Enrollment Information Form
 - c. A copy of the child's birth certificate unless on file from 2021-22
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 4, 2022.
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 Enrollment Information Form accordingly. If both parents work for WWS, indicate which parent will be responsible.



2022-23 TOTS and All Aboard Plans Matrix

Westfield Washington Schools TOTS and All Aboard Program provides several options for childcare based on the family needs. These options are explained in the matrix below.

TOTS and All Aboard require an annual \$175 registration fee per family which is due with enrollment (check payable to Westfield Washington Schools).
Registration fee is non-refundable once placement is accepted.



Enrollment is limited and will be filled by priority returning WWS employee full time TOTS families first. WWS employees new to the TOTS or All Aboard programs who have submitted full time School Year Plan enrollment will receive second priority consideration through the lottery selection, and new WWS families submitting full time enrollment for Preschool who have older children enrolled in WWS schools will receive third priority placement. If any remaining opens are left, we will accept enrollment from families who reside in the WWS district who do not have an older child enrolled in the schools. Infant and Toddler enrollment is open to WWS teachers and staff only. All Aboard Pre-K enrollment is open to 2021-22 Preschool children and new families who live in the school district boundaries. We require a commitment to remain at full time status until January 1, 2023 or 20 weeks from the child's start date. A 10% sibling discount on the older sibling's fees for the TOTS and/or All Aboard Program will be provided.

Matrix for TOTS and All Aboard 2022-23 Plans

Infant -- 12 weeks old to 1 year old by August 1, 2022																
	Classroom Times	Delay Days	Early Release Days	Sibling Discount	Times Open on e-Learning Weather Days	MLK Day	President's Day	Staff Dev Day Teacher Conf Day	Credit for Days Not Attended	Break Care			Food			
										Fall	Thanksgiving	Winter	Spring	Breakfast Included	Purchase a Lunch	PM Snack Included
School Year Plan	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	8:00 to 11:30 AM	No	No	6:45 AM to 5:30 PM	No	No	No	No	No	No	No	No
3 Day Plan (T,W,Th)	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	8:00 to 11:30 AM	No	No	6:45 AM to 5:30 PM	No	No	No	No	No	No	No	No
2 Day Plan (M & F)	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	8:00 to 11:30 AM	No	No	6:45 AM to 5:30 PM	No	No	No	No	No	No	No	No
Toddler -- 1 & 2 year olds by August 1, 2022																
School Year Plan	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	8:00 to 11:30 AM	No	No	6:45 AM to 5:30 PM	No	No	No	No	No	Yes	Yes	Yes
3 Day Plan (T,W,Th)	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	8:00 to 11:30 AM	No	No	6:45 AM to 5:30 PM	No	No	No	No	No	Yes	Yes	Yes
2 Day Plan (M & F)	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	8:00 to 11:30 AM	No	No	6:45 AM to 5:30 PM	No	No	No	No	No	Yes	Yes	Yes
Preschool -- 3 year olds by August 1, 2022 and toilet trained																
School Year Plan	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	7:15 AM to 5:30 PM	No	No	6:45 AM to 5:30 PM	No	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes	Yes	Yes
3 Day Plan (T,W,Th)	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	7:15 AM to 5:30 PM	No	No	6:45 AM to 5:30 PM	No	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes	Yes	Yes
2 Day Plan (M & F)	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	7:15 AM to 5:30 PM	No	No	6:45 AM to 5:30 PM	No	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes	Yes	Yes
All Aboard -- 4 year olds by August 1, 2022 and toilet trained																
All Inclusive School Year Plan	6:45 AM to 6:00 PM	Yes at 7:15 AM	Yes	Yes	7:15 AM to 6:00 PM	Yes, Included	Yes, Included 6:45 AM to 6:00 PM	6:45 AM to 6:00 PM	No	Yes Included	Yes Included	Yes Included	Yes Included	Yes	Yes	Yes
School Year Plan	6:45 AM to 5:30 PM	Yes at 7:15 AM	Yes	Yes	7:15 AM to 5:30 PM	No	No	6:45 AM to 5:30 PM	No	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes	Yes	Yes
Readiness Plan (T,W,Th)	8:00 AM to 1:00 PM	8 AM to 1 PM	8 AM to 1 PM	Yes	Closed	No	No	If on T, W, or Th 8 AM to 1 PM	No	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	No	Yes	No
Caboose Club Extended Care	5:30 to 6:00 PM	5:30 to 6:00 PM	5:30 to 6:00 PM	Yes	5:30 to 6:00 PM	No	No	5:30 to 6:00 PM	No	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	Yes Additional Enrollment	No	No	No



2022-23 TOTS and All Aboard Fees

Westfield Washington Schools TOTS and All Aboard Program provides several options for childcare based on the family needs. These options are explained in the matrix below.



TOTS and All Aboard require an annual \$175 registration fee per family which is due with enrollment (check payable to Westfield Washington Schools). Registration fee is non-refundable once placement is accepted.

Enrollment is limited and will be filled by priority returning WWS employee full time TOTS families first. WWS employees new to the TOTS or All Aboard programs who have submitted full time School Year Plan enrollment will receive second priority consideration through the lottery selection, and new WWS families submitting full time enrollment for Preschool who have older children enrolled in WWS schools will receive third priority placement. If any remaining opens are left, we will accept enrollment from families who reside in the WWS district who do not have an older child enrolled in the schools. Infant and Toddler enrollment is open to WWS teachers and staff only. All Aboard Pre-K is open to 2022-23 Preschool children and new families who live in the school district boundaries. We require a commitment to remain at full time status until January 1, 2023 or 20 weeks from the child's start date. A 10% sibling discount on the older sibling's fees for the TOTS and/or All Aboard Program is provided. There is no sibling discount for break care.

Fees for 2022-23 TOTS Plans

2022-23 TOTS Infant (12 weeks to 1 year old by 8/1/22) Fees			
If child begins mid-week, the first week's billing will be pro-rated. There is no credit for days unattended whether by choice or circumstances beyond the district's control.			
	School Year 184 Days	3 Day Plan (T,W,Th) 113 Days	2 Day Plan (M&F) 70 Days
Infant (12 wks to 1 yr)	\$309.40 wk	\$203.88 wk	\$135.92 wk
Totals for Infant Plans	\$11,385.92	\$7,679.48	\$4,757.20

2022-23 TOTS Toddler (1 and 2 years old by 8/1/22) Fees			
If child begins mid-week, the first week's billing will be pro-rated. There is no credit for days unattended whether by choice or circumstances beyond the district's control.			
	School Year 184 Days	3 Day Plan (T,W,Th) 113 Days	2 Day Plan (M&F) 70 Days
Toddler (1 & 2 yrs old)	\$265.75 wk	\$195.90 wk	\$130.60 wk
Totals for Toddler Plans	\$9,779.60	\$7,378.90	\$4,571.00

If a family decides to postpone the start date for the child that is 12 weeks or older, 75% of the weekly fee will be charged to hold the spot.

2022-23 TOTS Preschool (3 years old by 8/1/22) Fees			
If child begins mid-week, the first week's billing will be pro-rated. There is no credit for days unattended whether by choice or circumstances beyond the district's control.			
	School Year 184 Days	3 Day Plan (T,W,Th) 113 Days	2 Day Plan (M&F) 70 Days
Preschool (3 yrs old)	\$321.30 wk	\$159.84 wk	\$105.56 wk
Totals for Preschool Plans	\$8,143.84	\$6,020.64	\$3,729.60

Fees for 2022-23 All Aboard Plans

2022-23 All Aboard Pre-K (4 years old by 8/1/22) Fees				
If child begins mid-week, the first week's billing will be pro-rated. There is no credit for days unattended whether by choice or circumstances beyond the district's control.				
	*All Inclusive School Year Plan - Includes breaks, Pres Day, MLK Day 6:45 AM to 6:00 PM 206 Days	School Year Plan 6:45 AM to 5:30 PM 184 Days	Readiness Plan (T, W,Th) 8:00 AM to 1:00 PM 113 Days	Caboose Extended Care 5:30 to 6:00 p.m. \$22.65 wk
Pre-K (4 yrs old by 8/1/22)	\$243.95 wk	\$221.30 wk	\$113.70 wk	\$22.65 wk
Totals for All Aboard Plans	\$10,050.74	\$8,143.84	\$4,282.70	\$933.52

If a family decides to postpone the start date, 75% of the weekly fee will be charged to hold the spot.

*The All Inclusive School Year Plan will be offered pending enough interest in this plan.

Fees for 2022-23 Preschool and All Aboard Break Care Plans

Fees for 2022-23 Preschool and All Aboard Pre-K Break Plans				
Break Care Dates and Fees				
Preschool and All Aboard Breaks (No Infant or Toddler)	Dates	Deadline to Enroll or Withdraw	Daily Rate 7 AM to 5:30 PM	Extended Care 5:30 to 6:00 PM
Fall Break	Oct 17-21	10/3/22	\$44.26 / day	\$4.53 / day
Thanksgiving Break	Nov 23	11/9/22	\$44.26	\$4.53
Winter Break	Dec 19-23 and 27-29	12/5/22	\$44.26 / day	\$4.53 / day
Spring Break	March 31 and April 3-7	3/17/23	\$44.26 / day	\$4.53 / day

WESTFIELD WASHINGTON SCHOOLS

TOTS & All Aboard CALENDAR 2022-23

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY

- 1-29 Summer Program
- 4 Independence Day (closed)

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

- 3 Last day of Summer Program
- 4 Parent Open House 6 to 8 p.m.
- 4-5 Closed
- 8 1st day for TOTS & All Aboard

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER

- 5 Labor Day (closed)

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER

- 3 Deadline to enroll/withdraw in Fall break
- 17-21 Fall Break Care for Preschool and All Aboard

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER

- 9 Deadline to enroll/withdraw in Thanksgiving break
- 23 Thanksgiving Break Care for Preschool and All Aboard
- 24-25 Closed

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER

- 5 Deadline to enroll/withdraw in Winter break
- 19-29 Winter Break Care for Preschool and All Aboard
- 26 Closed
- 30 Closed

KEY	
	Summer Program
	Specific Plans Closed
	Deadlines to enroll/withdraw

JANUARY

- 2 TOTS & All Aboard resumes
- 5 Parent Meeting/Open House 2023-24
- 9 2023-24 TOTS & All Aboard open enrollment
- 16 MLK Day (SY Plan closed)
- 16 All Aboard Inclusive Plan Open

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

- 6 2022-23 TOTS & All Aboard enrollment closes
- 10 2023-24 lottery placement
- 20 Pres. Day (SY Plan closed)
- 20 All Aboard Inclusive Plan Open

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

- 1 Summer 2023 enrollment opens
- 17 Deadline to enroll/withdraw in spring break
- 31 Spring Break Care

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

- 3-7 Spring Break Care for Preschool & All Aboard

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

- 1 Open enrollment 2023-24 BAC
- 29 Memorial Day
- 30 Last day TOTS & All Aboard
- 31 Closed

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

- 1 Closed
- 2 Closed
- 5-30 Summer Program

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Total Number of Days in Programs / Classrooms

TOTS Plans

- School Year Plan from 6:45 AM to 5:30 PM--184 days
- 3 Day Plan (T, W, & Th) 6:45 a.m. to 5:30 p.m.--113 days
- 2 Day Plan (M & F) 6:45 a.m. to 5:30 p.m.--70 days

All Aboard Plans

- School Year Plan from 6:45 AM to 5:30 PM (no breaks, no Pres Day, no MLK Day)--184 days
- All Inclusive Plan from 6:45 AM to 6:00 PM (includes all breaks, Pres Day & MLK Day)--206 days
- Readiness Plan (T, W, & Th) 8 a.m. to 1 p.m.--113 days
- Caboose Plan from 5:30 to 6:00 PM--184 days

Our calendar is subject to change depending on the school district's 2022-23 calendar.



Reserved for SSP Business Office (12-17-21)

Date Received _____ Online Received _____

Birth Certificate Rec'd _____

\$175 Registration Received _____

Payroll Deduction _____

FOB Ordered _____

2022-23 TOTS Enrollment Information Form

Virginia F Wood Early Learning Center

If you are still expecting the birth of your child, please indicate the **due date** below and use **today's date** when entering the birth date in the online EZ ChildTrack registration site.

CHILD INFORMATION Full Name: _____ Enrolled in 2021-22 TOTS? Yes / No

Birth Date: _____ (or) Due Date: _____ Gender: Male / Female / Unknown

Requested start date for 2022-23 TOTS: _____ (Infant must be 12 weeks old and child of WWS employee)

Select the Classroom and Plan below: (Use child's age as of August 1, 2022)

Classroom: ☐ Infants* WWS Employees Only ☐ Toddler* WWS Employees Only ☐ Preschool

Plan: ☐ School Year Full Week ☐ 3 Day Plan (T-W-Th) ☐ 2 Day Plan (M&F)

DEVELOPMENTAL MILESTONES:

Below, please check most recent developmental milestones child has achieved:

____ 12 weeks to 12 months _____ Drinks with sippy cup _____ Requires 1 nap (on cot)
____ Walking _____ Toilet trained _____ Independently feeds self

Items listed below must be returned with Enrollment Information Form:

☐ \$175 Family Registration Fee ☐ Birth Certificate Attached OR ☐ Birth Certificate On File

PARENT CONTACT INFORMATION:

Mother's Name _____

Father's Name _____

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Primary Phone _____

Primary Phone _____

Cell: _____ Work: _____

Cell: _____ Work: _____

Email: _____

Email: _____

Do you currently have a fob? _____

Do you currently have a fob? _____

Which parent is financially responsible for the 2022-23 TOTS program? Mother _____ or Father _____

HEALTH RECORDS:

Child's Physician: _____ Physician's Phone: _____

Local Hospital Preference: _____ Allergies: _____

Special needs, special routines / modifications prescribed by a doctor? Yes / No If yes, please outline cautions or known health conditions for our staff: _____

Is your child taking any medications? If yes please list _____

WWS EMPLOYEES: (Please complete this portion if either parent is a WWS employee.)

Mother employed by WWS? _____ Building Location? _____ Do you currently have a job? _____

Father employed by WWS? _____ Building location? _____ Do you currently have a job? _____

As a WWS employee, I would like to use payroll deduction to collect 2022-23 TOTS fees? Yes / No

If yes, how many pay periods between August 20, 2022 and June 5, 2023 would you like to use payroll deduction (the maximum pay periods you can use is 20 pays)? _____

If you do not choose to use payroll deduction, you may pay by credit card or electronic check through your EZ

ChildTrack account which has an auto-pay feature. Do not select Auto-Pay if you are using payroll deduction. You can also mail a personal check payable to Westfield Washington Schools, 1143 E 181 Street, Westfield, IN 46074 Attn: SSP

ADDITIONAL INFORMATION:

My child(ren) were enrolled in the 2021-22 TOTS: Yes _____ Full time _____ Part-time _____ No _____

I am a family with an enrolled WWS student _____ Sibling's name and school location: _____

I anticipate an older sibling to be enrolled in the 2022-23 All Aboard program? Yes / No

IMPORTANT—Items you must complete before your child's 2022-23 registration will be considered:

1. Complete online EZ ChildTrack enrollment between January 10 and February 4, 2022. Go to www.wws.k12.in.us Departments > Student Support Programs > EZ ChildTrack link
2. Return this form, Birth Certificate (unless on file) and the \$175 registration payment no later than 2/4/2022. Return all items to Westfield Washington Schools, 1143 E. 181 Street, Westfield, IN 46074 Attn: Student Support Programs

PLEASE INITIAL EACH BLANK

- _____ All children and adults agree to adhere to the guidelines and to follow all school policies and procedures.
- _____ I am submitting enrollment in Westfield Washington Schools TOTS Program as my full-time child care provider and that classroom placement depends on space available in the program.
- _____ In the event that I choose to withdraw my child(ren) from TOTS, I must provide a written notice 10 business days in advance to the TOTS Lead Facilitator and the SSP Business Office noting the final date of attendance. Failure to do this will result in additional weekly fee(s).
- _____ I understand that full week School Year plan enrollment will receive priority placement.
- _____ I understand once full time enrollment has been confirmed, and I wish to change enrollment to part-time, I may lose my placement spot to a full time enrollment.
- _____ I have submitted the \$175 annual registration payment due per family (TOTS or All Aboard) with this form. The check will not be cashed until enrollment is confirmed.
- _____ I understand that if my child is placed in the TOTS program, the \$175 registration payment is non-refundable.
- _____ I understand enrollment will be pending until notification of enrollment status on or before February 15, 2022.
- _____ I understand break care has minimum/maximum number in order to be offered. **Break Care is open to Pre-School Only.**
- _____ I understand I will have a lunch account set up in my child's name so I may deposit money into it for lunches.
- _____ If I wish to delay starting in TOTS, I will be charged 75% of the weekly fee to hold the spot. (Applies to children 12 weeks old and older.)
- _____ I understand that billing is posted weekly and is due each Friday. I will remain current in all fees due.
- _____ I understand and will comply with all Covid-19 and/or other medical guidelines for the classroom.
- _____ I understand there will be no credit/refunds for days unused by choice or due to circumstances beyond the program's control.
- _____ I understand that all classes will be held in the Virginia F Wood Early Learning Center.
- _____ I have submitted the online EzChildTrack enrollment (open 1/10/22 to 2/4/22).

REQUIRED signature of financially responsible parent or guardian: _____



Reserved for SSP Business Office
Date Received _____ Online Received _____
Birth Certificate Rec'd _____
\$175 Registration Received _____
Payroll Deduction _____
FOB Ordered _____

2022-23 All Aboard Program Enrollment Information Form

Child's Name: _____ Birth Date: _____ Male / Female

Submitting All Aboard enrollment for:

- ____ All Inclusive School Year Plan (Breaks, MLK Day & Presidents Day included with enrollment) (M-F 6:45 a.m. to 6:00 p.m.)
____ School Year Plan (Breaks Optional: Separate enrollment needed) (Monday - Friday from 6:45 a.m. to 5:30 p.m.)
____ Caboose Club (extended care from 5:30 to 6:00 p.m. Monday-Friday)
____ Readiness 3 Day Plan (Tuesday, Wednesday, Thursday from 8 a.m. to 1 p.m.)

Child was enrolled in 2021-22 TOTS: Yes ☐ No ☐

ALL ABOARD LOCATION 2022-23

All classrooms will be in the Virginia F. Wood Early Childhood Learning Center located on the Monon Trail Elementary School Property

My child is, or will be 4 years old by August 1, 2022 and will attend kindergarten the 2023-24 school year? Yes / No
Copy of Birth Certificate is attached. Yes / No **OR** Birth Certificate On File from 2021-22 school year Yes / No

Based on our home address, the school my child would attend for 2023-24 school year is: _____

I live in the Westfield Washington School district? _____ Proof of Residency is attached with this form. Yes / No

SIBLINGS

I am submitting 2022-23 TOTS enrollment for a sibling? _____ Name: _____

Circle the sibling's classroom you anticipate for 2022-23: Infant Toddler Preschool

I have older child(ren) attending WWS _____ Name: _____ School attending _____

Name: _____ School attending: _____

PARENT CONTACT INFORMATION:

Mother's Name _____

Father's Name _____

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Primary Phone _____

Primary Phone _____

Cell: _____ Work: _____

Cell: _____ Work: _____

Email: _____

Email: _____

Do you currently have a fob? _____ Do you currently have a fob? _____
Which parent is financially responsible for the 2022-23 All Aboard program? Mother _____ or Father _____

HEALTH RECORDS: (This would be taken to emergency facility, if needed.)

Student's Physician: _____ Physician's Phone: _____

Local Hospital Preference: _____ Allergies: _____

Is your child taking any medications? Y/N If yes, Please list: _____

Special needs, special routines, modifications, or medications prescribed by a doctor or known health conditions? Yes / No

If yes, please outline cautions for our staff: _____

WWS EMPLOYEES: (Please complete this section if either parent is a WWS employee)

Mother is employed by WWS _____ Building Location _____ Do you currently have a fob? _____

Father is employed by WWS _____ Building Location _____ Do you currently have a fob? _____

As a WWS employee, I would like to use payroll deduction to collect the 2022-23 All Aboard fees? Yes / No

If yes, how many pay periods between the dates of August 20, 2022 and June 5, 2023 would you like to use payroll deduction (maximum pay periods is 20 pays)? _____

If you do not choose to do payroll deduction, you may pay with credit card or electronic check through your EzChildTrack account which has an auto-pay feature. You can also send a check to the business office.

Read and Initial Each Blank Below:

_____ All children and adults agree to adhere to the guidelines and to follow all school policies and procedures.

_____ My child is (or will be) 4 years old by August 1, 2022 and is toilet trained.

_____ I understand all classes will be held in the Virginia F. Wood Early Childhood Learning Center.

_____ In the event that I choose to withdraw my child from the All Aboard Program, I must provide a written notice 10 business days in advance to the Lead Facilitator and the SSP Business Office noting the designated final date of attendance. Failure to provide 10 day written notice will result in an additional weekly fee due.

_____ I will remain current in all fees due.

_____ I have submitted the \$175 registration payment due per family (TOTS and All Aboard) along with this form.

_____ I understand if my child is placed in the All Aboard Program, the \$175 registration payment is non-refundable.

_____ I have submitted online enrollment between 1/10/22 and 2/4/22 through the EZ ChildTrack parent portal found on the school district website: www.wws.k12.in.us > Departments > Student Support Programs > EzChildTrack

_____ I understand enrollment will be pending, and I will be notified of enrollment status on or before February 15, 2022.

_____ I understand break care has a minimum and maximum enrollment number in order to be offered. Break location will be located in the Virginia F Wood Early Learning Center.

_____ I understand I will have a lunch account set up in my child's name so I may deposit money into it for lunches.

_____ I understand there will be no credit/refunds for days unused for circumstances beyond the program's control.

_____ I understand and will comply with all Covid-19 and/or other medical guidelines for the classroom.

REQUIRED signature of parent who will be financially responsible for All Aboard fees: _____

Please refer to the 2022-23 All Aboard Service Matrix and Rates for weekly installment prices

www.wws.k12.in.us > Departments > Student Support Programs > All Aboard

IMPORTANT—Items you must complete before your child's 2022-23 All Aboard registration will be considered:

1. Complete online EZ ChildTrack enrollment between 1/10/22 and 2/4/22. Go to www.wws.k12.in.us > Departments > Student Support Programs > EZ ChildTrack link.
2. Return this completed form, Birth Certificate, proof of residency and the \$175 check payable to WWS for registration payment by February 4, 2022.

Return all these items to: **Westfield Washington Schools, 1143 East 181st Street, Westfield, IN 46074 Att SSP**