



# Pacer SACC

## Registration Instructions

*Print and review carefully prior to beginning registration.*

### **Current SACC Families**

The information you provided during the previous registration process is saved in your account, and will not need to be re-entered. **Please be sure to review that contact information, medical information, and emergency contact information is correct.** Your registration process should only take a short time to complete! See below for step-by-step instructions:

1. **Log In** to your **Pacer SACC Parent Portal** account at [www.ezchildtrack.com/PacerSACC/Parent](http://www.ezchildtrack.com/PacerSACC/Parent)
2. **Click on Register** under *School Year* - Pacer SACC for the upcoming school year in the left column
3. **Review and Confirm** your information, then click “My Children” – you may be asked to confirm phone numbers, and there is also an option to upload any custody documents.
4. **Under “My Children”** click “Register” next to the child you wish to enroll, review their information. Make any necessary changes and add any additional required information (ex: photo release and medical, transportation info). This is the opportunity to upload any medical information or medication forms here
5. **Click “Save and Enroll Child”**
6. **Select the SACC location you would like to attend**
7. **Select the Schedule** you would like that child to attend.
  - a. For School Year Programs: You will register for either both morning and afternoon, morning only or afternoon only.
  - b. For Summer: You may select any weeks you wish to attend. Click the box under each week selected to confirm that week. If any of the weeks you wish to attend are full, you will be placed on the waiting list and contacted if/when space becomes available.
8. **Repeat steps 4-8 for any additional children**
9. **Click “Terms and Conditions”**
10. **Complete the Authorizations** and click “Review Fee”
11. **Enter payment information** for the activity fee and the first week of tuition Visa, Mastercard, and Discover Credit or Debit cards accepted
12. **Submit your Registration**

**Important Note: Registration is not finished until all sections are complete! Please be sure to complete Parent Information, Child Information, Enrollment, Terms & Conditions, and Payment sections.**

**New Families proceed to next page for instructions**

## New Families

1. **Gather Needed Information** - you will need the following information to complete the registration process:
  - a. Three emergency contacts and their contact information.
  - b. Doctor/Pediatrician name and phone number
  - c. Payment Method for Registration Fee - Visa, Mastercard, and Discover Credit or Debit cards accepted
2. **Plan to spend approximately 30 minutes completing the application.** If you are interrupted or need to gather additional information, you will be able to save a partially completed application and re enter the Parent Portal Registration and complete the process at a later time.
3. **Go to [www.ezchildtrack.com/PacerSACC/parent](http://www.ezchildtrack.com/PacerSACC/parent)**
4. **In the right "Open Account" box, click on "Register"**
5. **Select which SACC session you want to register for** to create your account and begin the registration process
6. **Follow steps 2-13 above to complete the registration process.**
7. **Be sure to Add all children you are enrolling in one application.** After entering information for your first child, you will see a screen with a green box that lists your child. Click on "Add Child" on the bottom left to add another child. You will not be able to add another child until your registration is approved. Due to space availability we may not be able to enroll additional children at a later time. After all children are entered, click on "Terms and Conditions" to proceed.
8. **Read and agree** to the "Terms and Conditions"
9. **Pay Registration Fee.**
10. **When finished, click "Submit Application"** on the bottom right.

**Important Note: Registration is not finished until all sections are complete! Please be sure to complete Parent Information, Child Information, Enrollment, Terms & Conditions, and Payment sections.**

**Username and Passwords:** Your username is the email of the primary account holder (the first parent/guardian listed on the account). If you don't remember your password, you can do an automatic password reset from the login screen, or contact the SACC Business Office during office hours to have the password reset for you.

**Navigation Tips:** Use the tab key to easily navigate to the next field. To go to a previous page, use the tabs at the top of the form. DO NOT use your browser's back button. Do not hit the "enter" or "return" button.

**Waitlists** - Some of our locations may fill to capacity. In this case, you will see a notice before beginning the application. When you submit an application for a program that is full, you will be placed on a waitlist, and no registration fees will be charged. If you are on the waitlist and a space becomes available, the SACC office will notify you to complete the enrollment process.

**If you need assistance, or if you have not received a confirmation email within 3 business days, please contact the Pacer SACC Office at**

**(740) 833-1853 or [sacc@delawarecityschools.net](mailto:sacc@delawarecityschools.net)  
Office hours: Monday - Friday 8:00am-4:00pm**