

2019-20 All Aboard Program

Open Enrollment January 14-February 15, 2019

School Year Plan (M-F)	Caboose (extended day)	Readiness 3 Day Plan (T,W,Th)
August 2, 2019 to May 26, 2020	August 6, 2019 to May 22, 2020	August 6, 2019 to May 21, 2020
6:45 AM to 5:30 PM	5:30 to 6:00 PM	9:00 AM to 2:00 PM

Monthly billing will reflect the number of actual days scheduled for the month. Monthly billing amounts will vary.
\$175 annual family registration payment is due with registration

All Aboard classrooms are in each of Westfield's elementary schools. Enrollment is limited. If registration exceeds space, a Lottery will be held February 25, 2019. Families will be notified of enrollment acceptance by March 1, 2019.

- Enrollment is open to children living in the Westfield School District and to children of WWS employees.
- Child must be 4 years old by August 1, 2019. A copy of the child's Birth Certificate is required.
- Priority placement is given to currently enrolled full time families and full time school year plan requests.
- Every effort is made to place children in their home school, however, site placement is not guaranteed.
- **Questions, contact our Business Office at 317-867-8017.**

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 Register for NEW PARENTS OPEN ACCOUNT and Open New Account.
2. An instruction page will pop up. Print if needed, otherwise follow these instructions. Select "Continue to Register".
3. Complete all required fields (**red line indicates required information**).
4. 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 texts. **If you do not have a home phone or a cell phone, please check the 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. Enter at least **one** emergency contact. These are additional contacts other than the Primary and Secondary Account Holders; therefore, do not use Primary and Secondary Account Holder information in this area.
7. You have the option of adding up to 5 additional people who are authorized to pick up your child(ren).
8. Click **My Children** found at the bottom right. Complete new child information. Complete the relationship information and the required medical information. Select the parent the child lives with, and it will auto-fill the child's address.
9. In the drop-down area of the School Information field, select the school that is your 1st preference for All Aboard. Select the grade as Pre-K.
10. Click **Save Child**. You may add any additional children to your account by clicking **Add Child**. If no additional children need to be added, you may proceed to next step.
11. Click **Review**. Click **Close** to exit site.
12. You will receive an email with your account number and a temporary password. Call the business office at 317-867-8017 if you do not receive a temporary password. Using this temporary password, return to EZChildTrack and sign in as a **Returning Customer**. You are now ready for Step 2.

Step Two: Instructions for Online Program Registration for All Aboard

1. Go to www.wws.k12.in.us > Departments > Student Support Programs > EzChildTrack . Sign in to your EzChildTrack Account under Returning Customer Sign-in using your email address and password.
2. Click "Register" for 2019-20 All Aboard on the left side of home page. An instruction page will pop up. Print if needed, otherwise follow these instructions and select "Continue to Registration"
3. My Account Information will auto-fill. Update as needed. Changes will post when enrollment is accepted.
4. Scroll to the bottom of the page and click "My Children".

5. Select "Register" after your child's name. Only age appropriate children may enroll in All Aboard. Child's information will auto-fill. Update as needed. (Note this is where you can **add a new child**.) Scroll down to the School Information area and the grade level for **2019-20 will show:** Pre-K. (If grade level is incorrect, please contact the business office.) School site will be your home school. Permanent school sites will be assigned when enrollment is finalized. Due to increased district enrollment, school and room assignments will be subject to availability. You have the option to **upload** Child Information Form, birth certificate and proof of residency here. (Utility Bill, Rental Agreement. Buy-Sell etc)
6. Click "Save and Enroll Child".
7. Select the date that you wish to start. Select the All Aboard activity in which you wish to enroll your child. Click "Save Enrollment" at the bottom. Continue with all children you wish to enroll in the All Aboard program. Select "Skip Enrollment" if there is a child on your account that you are not enrolling in 2019-20 All Aboard. Complete all All Aboard registrations before Step 9.
8. NOTE: All TOTS registration is done under 2019-20 TOTS Program and not in this section.
9. Select Terms and Conditions. Review and electronically sign the documents in the Releases/Waivers section and Contract Details. If you do not have a copy of the All Aboard Enrollment Information Form, Download, Save File and Print.
10. Review the fee. Submit Application. You will get an email with confirmation of registration. Click Close to exit site.

Your child(ren)'s All Aboard enrollment will remain **pending** until the Student Support Program's Business Office has reviewed. Enrollment will be accepted based on availability. You will receive an email confirmation of enrollment and placement by March 1, 2019. Full Program Information Packets will be emailed to you prior to the start of the school year.

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

1. Return the family registration payment of \$175 along with the 2 page All Aboard Enrollment Information Form, copy of birth certificate, and proof of residency by **4:00 PM February 15, 2019** (if not already uploaded online). This information may be mailed or brought to: Westfield Washington Schools, 1143 East 181st Street, Westfield, IN 46074, Attn: Donna
2. The registration check will not be cashed unless enrollment is confirmed.
3. Online registration must be submitted by **11:59 PM February 15, 2019** to be considered in the Open Enrollment Period.
4. All Aboard registration is not considered complete until Online Registration is submitted **AND** the All Aboard Enrollment Information along with the \$175 registration payment is received at the address noted above.
5. WWS employees may opt for payroll deduction. Please mark the All Aboard Enrollment Information Form accordingly. If both parents work at WWS, please indicate which parent will use payroll deduction.

All Aboard classrooms are **closed** Thanksgiving Break. All Aboard is also closed MLK Day and Presidents Day unless used for a make-up day. Enrollment for Fall, Winter and Spring Break All Aboard requires additional enrollment. Enrollment and/or withdrawal must be done no later than **2 weeks** prior to the start of each break to secure care or to avoid financial responsibility for break fees if withdrawing. The Break Care option can be found on your EzChildTrack account homepage. Student Support Programs reserves the right to cancel any of the break plans if enrollment minimums are not met. Families will receive 2 weeks notice should a break plan cancellation occur.

EDITING EzChildTrack Account for Existing Families: Families with an account from prior enrollment.

1. Go to www.wws.k12.in.us > Departments > Student Support Programs > EzChildTrack . Sign in under Returning Customer.
2. Forgotten User Name or Password: Do not set up a new account. Call the business office at 317-867-8017 to have your password reset.
3. Adding Additional Child(ren) to an existing account: If you already have an EzChildTrack account but need to add a child(ren), this can be done during program registration.
4. Updating Account Information: To ensure that All Aboard has the most accurate contact information for your child(ren), we are asking our parents to please do the following:
 1. Sign into your EzChildTrack account and select the **My Account** Tab from the home page.
 2. Review contact information for the Primary and Secondary Account Holders.
 3. Review the Emergency and Pick-Up Only contacts for each child.
 4. At this time the changes that can be made online are for the Primary and Secondary Account Holder's address and phone number, passwords, pin numbers, emergency and pick up contact information and for child medical information. Make needed changes and Submit Changes.
 5. Select the **CONTACT US** tab and submit via email any other changes needed to your account such as email address changes, corrections to the child's profile, or any other questions or concerns.