

Instructions to Enroll in 2019-2020 Programs

BAC, Zone 58, Occasional Care, Break Care, and Wednesday AM Only

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

1. **Forgot User Name or Password:** Do not set up a new account. Call the business office at 317-867-8017 to have your password reset.
2. **Adding Additional Child(ren) to an existing account:** If you already have an EzChildTrack account and need to add a child(ren), this can be done during program registration.
3. **Updating Account Information:** To ensure that BAC and Zone 58 have the most accurate contact information for your child(ren), we ask that you update information using the My Account Tab or emailing Mychild@wws.k12.in.us.

Instructions for 2019-2020

1. Go to www.wws.k12.in.us > Departments > Student Support Programs > EzChildTrack. Sign into your EzChildTrack Account under **Returning Parents Sign-in** using your email address and password.
2. Under Registration on the left side of the home page, click **Register** for the 2019-2020 program you wish to enroll in for your child(ren). These are separate programs. Select from the following: 2019-20 BAC grades K-4, 2019-20 Zone 58 grade 5 through 13 yrs, 2019-20 Occasional Care grades K through 13 yrs, 2019-20 Non-school Days & Break Care Plans, or Wednesday AM Only Plan.
3. Continue to registration. Your contact information will auto-fill. Required fields are marked with a red line. Review information to make sure all required fields are completed and correct. Make changes as needed.
4. Scroll to the bottom of the webpage and click **My Children**.
5. Select **Register** after your child's name. The child's information will auto-fill. Make changes if needed. You can arrange contacts in the order of priority. Scroll down to the School/Enrollment Information area on this page and select the 2019-20 School if different from what is currently displayed. The grade showing should be your child's 2019-20 grade level. If this is not correct, please contact the business office at (317) 867-8017. Click **Save & Enroll Child**.
6. Select the date your child will start attending our program (8/6/2019 is the first day of school). Select the school for BAC and Zone 58. Select the activity you want for your child. (*Occasional Care, Break Care, and Wednesday AM Only require a separate registration. If you are in the wrong program, Exit this program and select the appropriate program. Start again at Step 3.*)
7. Click **Save Enrollment** at the bottom of the page.
8. 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.
9. Select **Terms and Conditions** found at the lower right corner of your screen. Review, agree, and electronically sign the documents in the Releases/Waivers and Contract Details section.
10. Click **Payment** for the registration fee(s). **Submit Payment information if required.**
11. Submit Application.
11. You will receive an email confirming that your online registration request has been submitted.
12. Enrollment will be accepted on a first come, first served basis based on availability and account is in good standing.
13. You will receive a confirmation email from Student Support Programs when enrollment has been accepted. Please allow 10 business days for processing.
14. Repeat Steps 2-11 to enroll in another program.
15. There is a \$10 annual registration fee per child for BAC, Zone 58, Wednesday AM only or Non-school Days & Break Plans and a \$65 annual registration fee per child for Occasional Care enrollment.
16. 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.

Enrollment for Non-school days, Fall, Thanksgiving, Winter and/or Spring Break is separate from enrollment in School Year Plans and Occasional Care. Enrollment and/or withdrawal must be completed **2 weeks** prior to the start of each break to secure services or to avoid financial responsibility for the break if not attending. Enroll Under Non-school Days & Break Care Plans for 2019-20.

If you have questions or concerns, you may call 317-867-8017 or 317-867-8008, or email mychild@wws.k12.in.us.