

## 2020-21 TOTS Program

Open Enrollment January 13-February 14, 2020

Classrooms	Ages	Plans Available for all classrooms
Infant	12 weeks to 1 year	School Year Plans: 8/12/2020-6/3/2021
Toddler	1 to 2 years old	3 Day Plans (T-W-Th): 8/12/20-6/3/2021
Preschool	3 to 4 years old (toilet trained)	2 Day Plans (M & F): 8/12/2020-5/28/2021

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

Program Times: 6:45 AM to 5:30 PM

Enrollment is limited. If registration exceeds space in a program, a Lottery will be held on February 20, 2020.

Families will be notified by email of enrollment acceptance by February 24, 2020.

- 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.
- Pre-School enrollment is open to children of WWS employees and to families with older children enrolled in WWS.
- **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](http://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 **2020-21 grade** your child will be in even though it says 2019-20. Select the grade your child will be in on **August 1**: Infant (12 weeks to 1 year), Toddler (1 and 2 years old), or Pre-School (3 and 4 years old, toilet trained). For enrollment purposes only, select school site: Monon Trail. **Permanent school sites will be assigned when enrollment is finalized.** Due to increased district enrollment, school and room assignments will be subject to availability and may not be assigned until later in the summer.
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 will be prompted to set a personal password. You are now ready for Step 2.

### Step Two: Instructions for Online Program Registration for TOTS

1. Go to [www.wws.k12.in.us](http://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 as your user name and your password.
2. Click “Register” for 2020-21 TOTS 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 TOTS. 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 **2020-21 will show**: Infant, Toddler, or Pre-School. (If grade level is incorrect, please contact the business office.) Select Monon Trail Elementary as the school site. Permanent school sites will be assigned when enrollment is finalized. Due to increased district enrollment, school and room assignments will be subject to availability. At this point, you have the option to **upload** the TOTS Enrollment Information Form and a copy of the child's birth certificate. Otherwise a hard copy is returned to the administration office. Click "Save and Enroll Child".
6. Select the date that you wish to start. Select the TOTS 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 TOTS program. Select "Skip Enrollment if there is a child on your account that you are not enrolling in 2020-21 TOTS. Complete all TOTS registrations before Step 9.
7. NOTE: All Aboard registration is done under 2020-21 All Aboard Program and not in this section.
8. 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 TOTS Enrollment Information Form, Download, Save File and Print.
9. Review the fee. Submit Application. You will get an email with confirmation of registration. Click Close to exit site.

Your child(ren)'s TOTS 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 by February 24, 2020. 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 30, 2020. Site locations of your child's program will be sent out after they are confirmed by the administration. At that time, your EzChild account will be updated to reflect the correct program site.

### **Step Three: TOTS Enrollment Information and \$175 Registration Payment**

1. Return the family registration payment of \$175 along with the 2 page TOTS Enrollment Information Form, and a copy of the child's birth certificate (unless one is on file from 2019-20) by **4:00 PM February 14, 2020**. This information may be mailed or brought to: Westfield Washington Schools, 1143 East 181st Street, Westfield, IN 46074, Attention: Donna.
2. The registration check will not be cashed unless enrollment is confirmed.
3. Online registration must be submitted by **11:59 PM February 14, 2020** to be considered in the Open Enrollment Period.
4. TOTS registration is not considered complete until Online Registration is submitted **AND** the TOTS Enrollment Information Form along with the \$175 registration payment is received at the address noted above.
5. WWS employees may opt for payroll deduction. Please mark the TOTS Enrollment Information Form accordingly. If both parents work at WWS, please indicate which parent will use payroll deduction.

TOTS classrooms are closed MLK Day and Presidents Day. All TOTS classrooms are **closed Thanksgiving Break**. Enrollment for Fall, Winter and Spring Break for Preschool requires additional enrollment. There is no Break care offered for Infants and Toddlers. 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](http://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 TOTS 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 updating address and phone number, passwords, pin numbers, changing or adding emergency and pick up contact information and updating 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.