



## 2021-22 All Aboard Program

**Open Enrollment Begins 6:00 AM on January 11, 2021 and ends February 8, 2021 at 11:59 PM**

An annual family registration payment of \$175 is due with registration. Please submit your check made payable to Westfield Washington Schools along with All Aboard Information Form.

School Year Plan (M-F)	Caboose (extended day)	Readiness 3 Day Plan (T,W,Th)
August 9, 2021 to May 31, 2022	August 9, 2021 to May 31, 2022	August 10, 2021 to May 31, 2022
6:45 AM to 5:30 PM	5:30 to 6:00 PM	8:00 AM to 1:00 PM

Enrollment is limited. If registration exceeds space in the program, a Lottery will be held February 10, 2021. The lottery will be closed to the public due to covid-19 pandemic. Families will be notified of enrollment acceptance by February 16, 2021.

- Enrollment is open to children living in the Westfield School District and to children of WWS employees.
- Child must be 4 years old and toilet trained by August 1, 2021. 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. (Subject to Availability)
- 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](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 school that is your **1<sup>st</sup> 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. Please note you have not yet submitted your child's enrollment. Please continue to Step 2 instructions on page 2 to submit enrollment.
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 (see page 2).

## **Step Two: Instructions for Online Program Registration for All Aboard**

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 2021-22 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. Scroll down to the School Information area and the grade level for **2021-22 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 subject to availability. Click "Save and Enroll Child".
6. **If you are adding a NEW child to your account, Click Add Child button at the bottom of the page.**
7. Select the date that you wish to start. All Aboard opens August 9, 2021. Select the All Aboard activity you want for your child. Click "Save Enrollment" at the bottom. Continue with all children you wish to enroll in the All Aboard program before going to Step 9. Select "Skip Enrollment" if there is a child on your account that you are not enrolling in 2021-22 All Aboard.
8. NOTE: All TOTS registration is done under 2021-22 TOTS Program and not in this section.
9. Select Terms and Conditions. Click each link to download and review documents then electronically sign in the Releases/Waivers section and Contract Details. You will find the All Aboard Enrollment Information Form in this location to download 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 registration may remain **pending** on EzChildTrack until March 1, 2021. Enrollment will be accepted based on availability after the lottery. You will receive an email confirmation of enrollment and placement by February 16, 2021. Full Program Information Packets will be emailed to you at this time. The required forms in this packet must be completed and returned to the Westfield Washington Schools Administration Building by April 30, 2021 to keep your child's enrollment in All Aboard. Your EzChildTrack account will be updated if a site change has occurred.

## **Step Three: All Aboard Enrollment Information and \$175 Registration Payment** **Due February 8, 2021 by 4:00 PM**

1. **Submit the following items by 2/8/21 by 4:00 PM to Westfield Washington Schools, 1143 E 181 Street, Westfield, IN 46074**  
**Attn: Donna:**
  - a. Check for \$175 registration check made payable to Westfield Washington Schools
  - b. All Aboard Enrollment Information Form (2 pages)
  - c. A copy of the child's birth certificate
  - d. Proof of residency (copy of one of the following: current utility bill, lease agreement, purchase agreement)
2. The registration check will not be cashed unless enrollment is confirmed.
3. Online registration must be submitted by **11:59 PM Monday, February 8, 2021** to be considered in the Open Enrollment Period.
4. All Aboard registration is not considered complete until Online Registration is submitted **AND** the Required All Aboard Forms along with the \$175 registration payment are 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 is **closed** MLK Day. All Aboard enrollment for Thanksgiving, Fall, Winter and Spring Break 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 after the start of the school year. 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 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 updating address and phone number, passwords, pin numbers, changing or adding 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.