

Welcome to Westfield Washington School's 2019-20 BAC and Zone 58 Programs

Location: Before and After Care programs are located in each of Westfield's 6 Elementary Schools
Zone 58 is located at the Westfield Intermediate School

Wednesday Professional Development AM Care is located all 6 Elementary Schools and the Intermediate School

Start Date: School Year Plan-8/6/2019. **Student must be enrolled by 7/31/2019 to use program 8/6-9/2019.**

Enrollment opens online starting 5/1/2019. \$10 **annual** registration fee per child for full time plans.

\$10 **annual** registration fee per child for Wednesday Only Professional Development AM Care

\$65 **annual** registration fee per child for occasional care plans. Registration fees due at enrollment.

Enrollment requires 2 school days to process--A withdrawal from the program needs 2 week notice

Program Times Monday—Friday on school days:

Start Time is 6:45 AM until school starts. Pick-up Time after school is no later than 6:00 PM.

Wednesday Only Professional Development AM care is 7:15-8:20 AM **only** at Elementary 8:15-9:15 AM **only** at WIS
If a child attends prior to the start time of the Wednesday Only Plan, account will be charged Occasional Care Rate

2 security FOBs are issued to full time families for entry into the building before or after school hours

PIN numbers are used to sign in and/or sign out students from BAC and Zone 58

Enrollment in the BAC-Zone 58 is open to children attending school in the Westfield Washington School system

The programs are open to children Kindergarten through Grade 6. There is a 10% sibling discount offered.

BAC and Zone 58 offer full time School Year programs. One plan change is allowed during the year.

Please enroll under Occasional Care if you do not need daily care.

Find information on pricing, enrollment in breaks & non-school days, & the BAC-Zone 58 Calendar at

www.wws.k12.in.us > Departments > Student Support Programs > Before and After School Programs

Instructions for Opening a "New" EzChildTrack Account

New Families: EzChildTrack is our online parent portal for program registration and program payment. All families who do not already have an EzChildTrack account from a prior enrollment (School Year Camps, Summer Camps, BAC, Zone 58, TOTS, or All Aboard) will need to set up an account in EzChildTrack. To set up your EzChildTrack account, follow the instructions below:

Go to: www.wws.k12.in.us > Departments > Student Support Programs > EzChildTrack

Select Register for **NEW Parents OPEN ACCOUNT: Open New Account**

1. An instruction page will pop up. Print if needed, otherwise select "Continue to Registration".
2. Complete all required fields (**red line indicates required information**)
3. 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. Please select that you will receive emails and texts.
4. If you do not have a home phone or a cell phone, please check 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 (required). 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 on the webpage. Complete new child information including the relationship information and the child's medical information. Select the parent the child lives with in this section. This will auto-fill the child's address.
9. In the drop-down area of the School Information field, select the **2019-20 school site** your child will attend and the child's **2019-20 grade level**.
10. Click **Save Child**.
11. You may add any additional children to your account by clicking **Add Child**. If no additional children need to be added to your account, you may proceed to next step.
12. Click **Review** and Close.
13. You will receive an email with your account number and a temporary password needed to be able to go back to your EzChildTrack account to enroll in the programs you want for 2019-20. Sign in as a Returning Parent and follow the instructions for Online Program Enrollment for Returning Families. If you do not receive your temporary password, please call the business office at 317-867-8017.