

2021-22 TOTS 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 the TOTS Information Form.

Classrooms	Ages	Plans Available for all classrooms
Infant	12 weeks to 1 year	School Year Plans: 8/9/2021-5/31/2022
Toddler	1 to 2 years old	3 Day Plans (T-W-Th): 8/9/21-5/31/2022
Preschool	3 to 4 years old (toilet trained)	2 Day Plans (M & F): 8/9/2021-5/27/2022

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

- 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, families with older children enrolled in WWS, and families who reside in the WWS district boundaries.
- **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 **2021-22 grade** your child will be in **even though it says 2020-21**. 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 and 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. 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 TOTS

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 as your user name and your password.
2. Click "Register" for 2021-22 TOTS on the left side of the 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. Scroll down to the School Information area and the grade level for **2021-22 will show:** Infant, Toddler, or Pre-School. (If grade level is incorrect, please contact the business office.)
6. 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. Click "Save and Enroll".
7. **If you are adding a NEW child to your account, Click Add Child button at the bottom of the page.**
8. **Select the date that you wish to start.** TOTS opens August 9, 2021. Select the TOTS activity you want for your child. Click "Save Enrollment" at the bottom. Select "Skip Enrollment if there is a child on your account that you are not enrolling in 2021-22 TOTS. **Complete the registrations for all children to be enrolled in TOTS before Step 10.**
9. NOTE: All Aboard registration is done under 2021-22 All Aboard Program and not in this section.
10. Select Terms and Conditions. Click each link to download and review documents then electronically sign in the Releases/Waivers section and Contract Details. You may also download and print a copy of the TOTS Enrollment Information Form in this area.
11. 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 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 by February 16, 2021. Full Program Information Packets will be emailed to you at this time. **The required forms in the packet must be completed and returned to the Westfield Washington School Administration Building by April 30, 2021 to keep your enrollment in TOTS.** Site locations of your child's program will be confirmed by the administration. At that time, you will be notified and your EzChildTrack account will be updated to reflect the correct program site.

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

1. Submit the following items 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. TOTS Enrollment Information Form (2 pages)
 - c. A copy of the child's birth certificate
2. The registration check will not be cashed unless enrollment is confirmed.
3. Online registration must be submitted by **11:59 PM on Monday, February 8, 2021** 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 and birth certificate along with the \$175 registration payment are 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.

All TOTS classrooms are closed MLK Day. There is no Break care offered for Infants and Toddlers. Enrollment for Thanksgiving, Fall, Winter and Spring Break **for Preschool Only** 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 enrollment 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 > 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 (see Step Two, #7).
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.