

New Families: All families who do not already have an EZ Child Track account with Carmel Clay Parks and Rec. will need to create an account at the time of registration. All registrations are done online through

<https://www.ezchildtrack.com/parent2/ParentLogin.aspx?c=carmelclayparks&FromTab=Y> on the full or desktop version of the website. We do recommend completing registrations and new accounts on a laptop or desktop computer if possible. Registrations must be completed by the participant(s) legal guardian.

1. Select [New Parents Open Account](#) and the description page with all current ESE programs open for enrollment will come up.
2. Click [Register](#) for the desired program.
3. Primary Account Holder information is the legal parent/guardian completing the registration.
4. Secondary Account holder information is usually the other legal parent/guardian and please note all account holders are responsible for ESE account fees. Both account holders are able to access all account features within our system. If you choose to not have a secondary account holder, please check the box "*Do Not Have a Secondary Account Holder*".
5. Next you will [Add Child](#) to the account, if the child's lives with the primary account holder you can check the Lives with(name) box, and the system will auto fill this information.
6. In the drop-down area of the School Information field, add grade level.
7. Emergency Contact Information-Account Holders. Do not use Primary and Secondary Account Holder information in this area. You must enter in at least 1 additional contact here and can enter in up to 5 total.
8. Authorized to Pick-up information- Account Holders. Do not use Primary and Secondary Account Holder information in this area. You do have to enter in at least 1 additional contact here and can enter in up to 5 total.
9. Medical Information (Child)- must enter in Health Insurance Provider, Policy/Group Number, and Member ID Number.
10. Additional information- ESE select Homework Agreement and whether you would like your child to work on schoolwork during Homework time or not to.
11. Select enrollment type (you can not change the days of the week; all our enrollment options allow attendance for all CCS scheduled school days).
12. [Add Child](#)- Here you can add additional children to your registration. Repeat steps 5-11 (Account holder, Emergency/Authorized information will auto populate for additional children; you will have to select the relationship to child).
13. Terms & Conditions- Participant and Inclusion waiver, please check all children and type parents' initials; refund policy please read and type initials.
14. Fee & Payment- You can use a credit/debit card or E-check payment forms for the

registration payment. This is due at the time of submission and once your application is approved by our site staff any applicable program fees will be applied to your account balance.

15. Autopay- We are offering a 10% discount on the monthly and drop-in ESE fees to Autopayment accounts in good standing. ESE reserves the right to cancel out any Autopayment set on an account after repeated declined/failed/canceled payments. It is the responsibility of the account holders to keep their autopayment method up to date. These updates can be done through the parent portal account on the full or desktop version of the website. Autopayment must be set-up by the card holder themselves and they must sign the payment agreement. If not enrolled, you will have to make manual payments by logging into your account by each billing date. Monthly enrollment fees are due on the first of each month and drop-in fees are due the following day after program attendance (if enrolled in autopay the drop-in fees are paid on the first of the following month).

If you have to leave the website before your registration is completed the site will save where you left off. You will need access to the email address you entered for a validation code to enter into the site to continue where you "left off".

Returning Families: All existing families will be able to complete the registration process by logging into their parent portal account at <https://www.ezchildtrack.com/parent2/ParentLogin.aspx?c=carmelclayparks&FromTab=Y> on the full or desktop version of the website. We do recommend completing registrations and accounts changes on a laptop or desktop computer if possible. All ESE registrations are completed online by the legal parent or guardian.

1. Select [Returning Parents Sign In](#).
2. [Registration](#) section- You will see all ESE programs open for registration and any currently enrolled children.
3. Primary Account Holder information please check and update any needed or required information.
4. Secondary Account holder information is usually the other legal parent/guardian and do note all account holders are responsible for ESE account fees. Both account holders are able to access all account features within our system. If you choose to not have a secondary account holder, please check the box "*Do Not Have a Secondary Account Holder*".
5. Next you will click on [+Enroll](#) for each child on your account you wish to complete a registration for. You can also add additional children at the bottom of your list by clicking [+Add](#). If you are not enrolling a child listed, you will need to click [Skip Enrollment](#) under that child's name to move forward.
6. Emergency Contact Information-This will auto populate for previously enrolled children, please read over, and update any information as needed. Account Holders. Do not use Primary and Secondary Account Holder information in this area. You must enter in at least 1 additional contact here and can enter in up to 5 total.
7. Authorized to Pick-up information- This will auto populate for previously enrolled children, please read over, and update any information as needed. Account Holders. Do not use Primary and Secondary Account Holder information in this area. You must enter in at least 1 additional contact here and can enter in up to 5 total.
8. Medical Information (Child)- must enter in Health Insurance Provider, Policy/Group Number, and Member ID Number.
9. Additional information- ESE select Homework Agreement and whether you would like your child to work on schoolwork during Homework time or not to.
10. Select the enrollment type. The days of the week are defaulted to Monday through Friday and you are not able to change this, all of our enrollments allow attendance on any CCS scheduled school day. ESE afterschool attendance is done through the Carmel Clay Schools Dismissal Manger system.
11. [Add Child](#)- Here you can add additional children to your registration. Repeat steps 5-10 (Account holder, Emergency/Authorized information will auto populate for

additional children; you will have to select the relationship to child).

12. If you are not enrolling a child listed, you will need to click [Skip Enrollment](#) under that child's name to move forward.
13. Terms & Conditions- Participant and Inclusion waiver, please check all children and type parents' initials; refund policy please read and type initials.
14. Fee & Payment- You can use a credit/debit card or E-check payment forms for the registration payment. This is due at the time of submission and once your application is approved by our site staff any applicable program fees will be applied to your account balance.
15. Autopay- We are offering a 10% discount on the monthly and drop-in ESE fees to Autopayment accounts in good standing. ESE reserves the right to cancel out any Autopayment set on an account after repeated declined/failed/canceled payments. It is the responsibility of the account holders to keep their autopayment method up to date. These updates can be done through the parent portal account on the full or desktop version of the website. Autopayment must be set-up by the card holder themselves and they must sign the payment agreement. If not enrolled, you will have to make manual payments by logging into your account by each billing date. Monthly enrollment fees are due on the first of each month and drop-in fees are due the following day after program attendance (if enrolled in autopay the drop-in fees are paid on the first of the following month).

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