

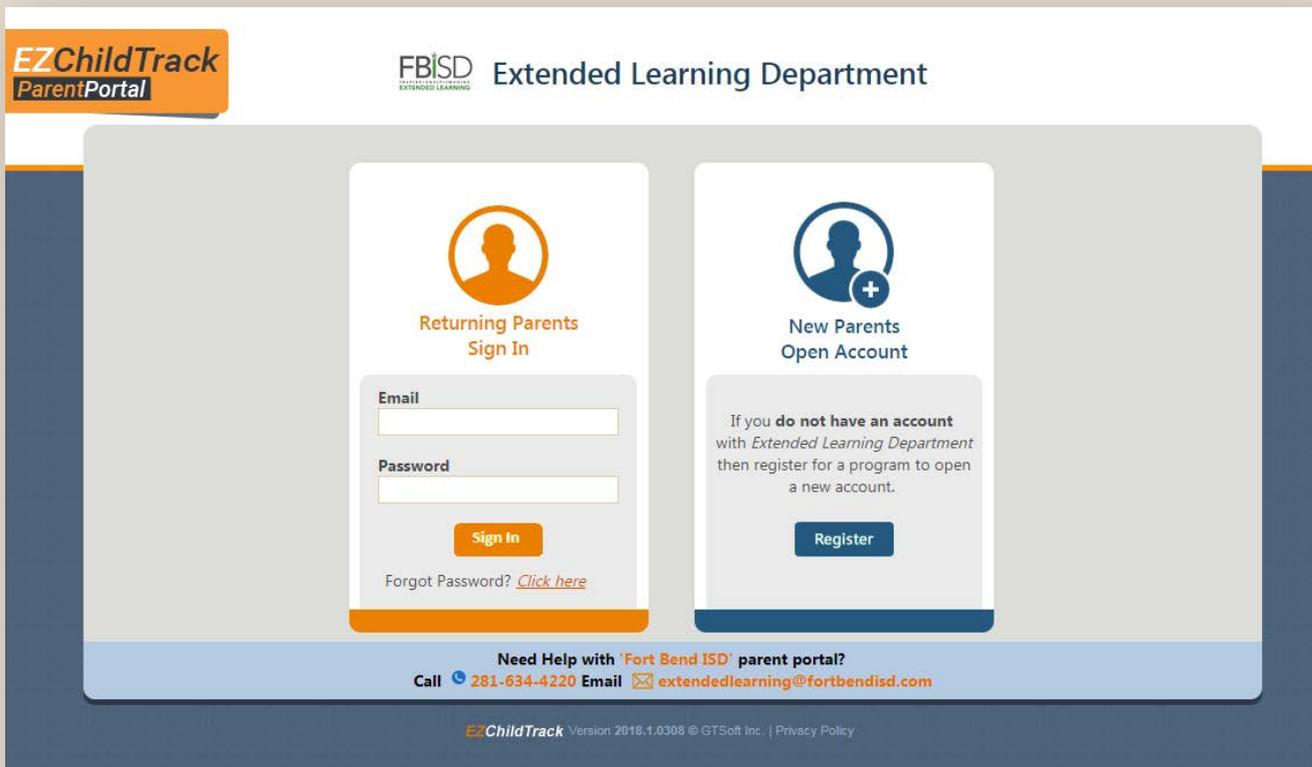
VERSION 1.1

# ***EZChildTrack*** PARENT PORTAL

2018-2019 School Year Registration  
Help Guide



## EZCHILDTRACK PARENT HOMEPAGE



[www.ezchildtrack.com/fbisdeld/parent](http://www.ezchildtrack.com/fbisdeld/parent)

To register for the 2018-19 school year, parents need to complete the online registration application through EZChildTrack - [www.ezchildtrack.com/fbisdeld/parent](http://www.ezchildtrack.com/fbisdeld/parent). An application must be submitted for any student interested in attending a program next school year including current Extended Learning students, incoming kindergarten students, etc.

Please select the campus and grade level for your child(ren) for the 2018-19 school year. You will need to answer all registration questions and select the program (morning only, AM/PM combo, etc.) that your child(ren) will be attending. \*Please note if you have previously registered for the summer program through EZChildTrack using your child's 2017-18 grade, you will not be able to enter your child's grade for the 2018-19 school year. It will keep the grade entered for 2017-18 but will automatically update the application before the start of the 2018-19 school year.\*

There is a \$50 non-refundable registration fee due at the time of registration. This fee is required to secure your child's spot in the program.

Credit card payments are made online through EZChildTrack when submitting the application.

To pay by check or money order, registration must be completed at the Extended Learning Main Office.

## REGISTERING A NEW EZCHILDTRACK ACCOUNT

The email address you enter in the first box will be your sign in. The “Yes! I agree to receive emails” option allows us to communicate reminders, calendar changes, and other important program information.

Complete all fields with a red line.

You must enter either a Home Phone or a Cell Phone, but you do not have to do both. You may select the “Do not have” box.

Complete the information for second parent/guardian, or click the “Do not have a Secondary Account Holder” box.

Extended Learning Department  
**Extended Day 2018-2019**

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Exit Application X

1 My Account
2 My Children
3 Terms & Conditions
4 Review fee
5 Finish

### My Account

My Children →

Note: Fields marked with | are mandatory

**Parent/Guardian 1 (Primary Account Holder)**

Primary Account Holder Email Address

myemail@address.com

 Yes! I agree to receive emails

Last Name

NewYear

M.I

First Name

Jane

Gender

Male  Female

Street Address

1234 Oak St

Apt. No.

City

Sugar Land

State

Texas

Zip

77498-\_\_

Work Phone

( ) - -

Extn.

Home Phone

( ) - -

Do not have Home Phone

Cell Phone

(281)555-1234

Do not have Cell Phone

Driver's License Number

TX

22334455

**Parent/Guardian 2 (Secondary Account Holder)  Do not have a Secondary Account Holder**

Last Name

NewYear

M.I

First Name

John

Gender

Male  Female

**Parent/Guardian 2 (Secondary Account Holder)  Do not have a Secondary Account Holder**

Last Name

NewYear

M.I

First Name

John

Gender

Male  Female

Address same as Primary Account Holder

Street Address

1234 Oak St

Apt No

City

Sugar Land

State

Texas

Zip

77498-\_\_

Work Phone

( ) - -

Extn.

Home Phone

( ) - -

Cell Phone

(281)555-4567

Do not have Cell Phone

Email

Yes! I agree to receive emails

Driver's License Number

TX

99887766

## REGISTERING A NEW EZCHILDTRACK ACCOUNT

Enter at least one Emergency Contact. This is the person called in the event of an emergency if you or the secondary parent/guardian cannot be reached. You can include up to two.

Who else is authorized to pick up your child(ren)? This person must be someone other than the primary/secondary account holder(s) or the emergency contact(s).

Click on “My Children” at the bottom right to proceed.

**Emergency Contact - 1**

 You can enter up to 2 emergency contacts with whom you would feel comfortable leaving your child and who could assume responsibility for your child if you could not be reached immediately in an emergency. **MUST BE at least 16 years of age to pick up children.**  
**DO NOT enter primary/ secondary account holder as emergency contact.**

Last Name:  M.I.:  First Name:

Street Address:  Apt No:  City:  State:  Zip:

Work Phone:  Extn.:  Home Phone:   Do not have Home Phone

Cell Phone:   Do not have Cell Phone

Driver's License Number:

**Authorized to Pickup**

 You can enter up to 3 authorized individuals to pick up your child from the program on a non-emergency basis. **MUST BE at least 16 years of age to pick up children.**  
**DO NOT enter primary/ secondary account holder or emergency contacts entered above.**

1  
Last Name:  First Name:   
Work Phone:  Home Phone:  Cell Phone:   
Driver's License Number:

2  
Last Name:  First Name:   
Work Phone:  Home Phone:  Cell Phone:   
Driver's License Number:

3  
Last Name:  First Name:   
Work Phone:  Home Phone:  Cell Phone:   
Driver's License Number:

[← Back](#) [My Children →](#)

## ENROLLING YOUR CHILD(REN)

Complete the information for your child(ren). Each child is done one at a time. For additional children, there is an orange "Add Child" button when you get to the "My Children" summary screen, after you've completed the first child's information.

If you have an "Other" in the "Relationships" information, please specify (for example: friend, neighbor).

For any allergies, special needs, or medical conditions, please fully explain.

You must complete all information for doctor and hospital details.

Click "Save & Enroll Child".

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**Extended Day 2018-2019**

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### My Children

**Note: Fields marked with | are mandatory**

+ Add New Child

Last Name
M.I
First Name
Nick Name
Date Of Birth
Gender

|NewYear

|

|Girl

|

|5/1/2011

|  Male  Female

(mm/dd/yyyy)

T-Shirt Size

|--Select--

**Relationship - Reorder contacts on priority using up and down buttons or by drag and drop**

1		NewYear, Jane	Mother	<input checked="" type="checkbox"/> Authorized To Pick-Up	<input checked="" type="checkbox"/> Lives With
2		NewYear, John	Father	<input checked="" type="checkbox"/> Authorized To Pick-Up	<input checked="" type="checkbox"/> Lives With
3	↑ ↓	Rogers, Fred	Other   Neighbor	<input checked="" type="checkbox"/> Authorized To Pick-Up	<input type="checkbox"/> Lives With
4	↑ ↓	NewYear, Grandma	Grandmother	<input checked="" type="checkbox"/> Authorized To Pick-Up	<input type="checkbox"/> Lives With

Street Address
Apt. No.
City
State
Zip

|1234 Oak St

|

|Sugar Land

| Texas

|77498-\_\_\_\_

**Medical Information**

Does your child have any allergies?  Yes  No

i List any allergies.

Please explain allergy and all possible reactions (mandatory):

Allergic to tomatoes, break out in hives

Does your child have any special needs?  Yes  No

Does your child have any medical conditions?  Yes  No

Doctor
Doctor's Phone
Preferred Hospital

|Dr. Pediatrics

|(281)555-0011

|Pediatric Center

Doctor's Address
Suite No.
City
State
Zip

|112233 SW Freeway

|100

|Sugar Land

| Texas

|77498-\_\_\_\_

## ENROLLING YOUR CHILD(REN)

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Extended Day 2018-2019

Exit Application X

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Enroll Girl NewYear

Note: Fields marked with \* are mandatory

**Enrollment**

Start Date: 8/15/2018  
Enter the date when you want your child to begin care

Site: Lakeview

Activities	M	T	W	Th	F	Date Range	Time	Fees	Reg. Fee
<input type="checkbox"/> Extended Day AM	<input checked="" type="checkbox"/>	08/15/2018 - 05/24/2019	6:30 AM - 7:30 AM	\$90.00 / Service Period	\$50.00				
<input checked="" type="checkbox"/> Extended Day AM/PM	<input checked="" type="checkbox"/>	08/15/2018 - 05/24/2019	6:30 AM - 7:30 AM, 3:00 PM - 6:30 PM	\$250.00 / Service Period	\$50.00				

Save Enrollment ✓ Cancel X

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You are using EZChildTrack in Windows using Chrome 65.0

Select the program: Extended Day (either AM or AM/PM) or Club Excel (either AM, PM or AM/PM) and desired start date (will depend on campus availability).

Click on “Save Enrollment”.

If you have any other children to register and enroll, click on “Add Child” and follow the previous steps. You can also edit the child’s information (Change Personal Data) or your child’s enrollment (Change Enrollment) from this screen.

When all child(ren) have been added, click on “Terms & Conditions”.

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Extended Day 2018-2019

Exit Application X

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My Children

✓ Girl  
5/1/2011  
Grade: 1

Enrolling at Lakeview for AM & PM Programs.

Change Personal Data ✓ Click here to change personal data

Change Enrollment ✓ Click here to change enrollment information

Skip Registration - Click here if you want to remove Girl from registration

Add Child +

Back Terms & Conditions →

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## TERMS & CONDITIONS

Please read all the terms and conditions, and check the boxes and/or enter your initials or name for each (as noted).

When you've read through and completed the "Terms & Conditions", click the green "Payment" button at the bottom of your screen.

You must pay by credit card online. You may also pay by check or money order at the Extended Learning Main Office.

Review your fees, school, and program. Enter credit card information and click on "Submit Payment."

**Surveys**

I understand that as a participant in Extended Day, my child and I may be asked to participate in surveys and evaluations in order to monitor the progress of the program.

I agree for Girl

I agree for Boy

**Tuition Agreement**

The \$50 summer registration fee is non-refundable and non-transferable for any reason. Requests for refunds must be received by the Extended Learning Main Office in writing no later than 10 days before the session starts. Requests for transfers to other summer sessions must be submitted in writing to the Extended Learning Office no later than one week before the session starts. Tuition and registration are due at the time of registration. Students that have not paid on the day of registration will be dropped from their selected session. All tuition and fees must be paid before enrollment is complete and the child is added to the camp roster. Camps are not permitted to accept students who are not on the roster and they do not accept payments. Refer to the website for complete tuition and payment guidelines.

PLEASE NOTE YOU ARE NOT ABLE TO SIGN UP FOR AUTOMATIC PAYMENTS FOR THE SUMMER PROGRAM.

I agree for Girl Initials - Type your initials  
JN

I agree for Boy Initials - Type your initials  
JN

**Acknowledgement**

With my e-signature, I acknowledge all of the information on this registration card is correct and true to the best of my knowledge and agree to notify staff members in writing of any changes. I have read and understand the Department's Parent Handbook, located on the department's website (www.fortbendisd.com/extendedlearning) and the policies on this registration card.

I agree for Girl Full Signature - Type your full name  
Jane NewYear

I agree for Boy Full Signature - Type your full name  
Jane NewYear

[Back](#) [Review Fee](#)

FBISD Extended Learning Department  
Extended Day 2018-2019

My Account | My Children | Terms & Conditions | **Payment** | Finish

**Payment**

Current Student

Enrolling Katherine at Stanton Oaks for ABE, PM Program(s)

Item	Amount
Fees for Katherine	
Registration Fee	\$50.00
<b>Total Payable</b>	<b>\$50.00</b>

Please Select Your Payment Method

Pay Now by Credit Card

**Payment Information**

Card Type:

Card Number:

Security Code:

Expire Date:

Cardholder Name:

Address:

City:

State:

Zip:

Phone:

Email:

Payment Information

Card Type:

Card Number:

Security Code:

Expire Date:

Cardholder Name:

Address:

City:

State:

Zip:

Phone:

Email:

[Back](#) [Submit Payment](#)

## SUBMIT REGISTRATION

Upon submission, the screen will say "Registration Submitted Successfully." From here, parents can download a copy of the application or hit "Close."

The screenshot shows the EZChildTrack registration confirmation page. At the top, the FBISD logo is displayed with the tagline "INSPIRE • EQUIP • IMAGINE EXTENDED LEARNING" and the text "Extended Learning Department Extended Day 2018-2019". A progress bar at the top indicates five steps: 1 My Account, 2 My Children, 3 Terms & Conditions, 4 Review Fee, and 5 Finish. The main content area features a green checkmark icon and the heading "Registration Submitted Successfully". Below this, a "Thank You!" message states: "Your registration information has been submitted successfully for Extended Day 2018-2019." Two child entries are listed: "Girl at Lakeview" and "Boy at Lakeview", each with a green checkmark and the text "Enrollment submitted for AM & PM programs". A blue button labeled "Download your complete application" is positioned below the entries, and an orange "Close" button is to its right. A light gray footer box contains the text: "A confirmation mail has been sent to myemail@address.com with further instructions. If you don't find an email in your inbox then please check your 'Spam' or 'Junk Email' folder. Please make sure to mark this email as 'Not Spam' or 'Not Junk'." At the very bottom, small text reads: "EZChildTrack Version 2018.1.0308 © GTSoft Inc. | Privacy Policy You are using EZChildTrack in Windows using Chrome 65.0".

### NEXT STEPS:

After the application is submitted, notification about acceptance into the program will be sent to the email address on file. Each application is reviewed and approved and this process can take up to two weeks. If this is the first time setting up an account in EZChildTrack, a temporary password will also be included in this email.

In order to secure your child's spot at the start of the 2018-19 school year, applications must be received by **July 13, 2018**.

*See you in August!!!*