

2023-2024 Kids on Campus Registration and Enrollment

Kids on Campus Registration for the 2023-2024 school year will take place in 2 phases:

1. **Registration:** Families new to KOC will be able to create an account in [EZ ChildTrack](#) beginning on **April 17, 2023** by logging in as “New Parents Open Account” and registering for the program titled “2023-24 New Families/Add Child/Update.” This will allow you to enter all of your information, including emergency contacts, authorized pick-up people, and details about your child. **THIS PROCESS WILL NOT ALLOW YOU TO ENROLL YOUR CHILD FOR KOC CARE!** This registration period will close at midnight on **Sunday, April 30, 2023.**
 - If you are a returning family, but need to add an incoming child or update your information, you may also do so by logging into your Parent Portal and registering for the program titled “2023-24 New Families/Add Child/Update.” The same pre-registration deadline of midnight on April 30, 2023 applies. You still need to return on your site’s enrollment date.

Please note: families who do not take advantage of the registration opportunity to enter their information ahead of time will still be able to do so during enrollment, but the process will take longer and may result in you being waitlisted due to the time spent filling in information prior to submitting your enrollment request.

2. **Enrollment:** To enroll your child for care, you will need to RETURN to EZ ChildTrack on (or after) your school’s assigned enrollment day. **Each site’s enrollment will open at 8:00 AM** on the following dates:

Monday, May 1: Carrillo & Knob Hill
Tuesday, May 2: Discovery & Double Peak (TK-3 ONLY)
Wednesday, May 3: La Costa Meadows & Richland
Thursday, May 4: Paloma & Twin Oaks
Friday, May 5: San Elijo Elementary

Spaces fill up quickly, so it is recommended that you enroll your child as soon as possible after enrollment opens for your site. A \$25 registration fee payable by electronic check or credit card (we accept all cards except American Express) is due at the time of enrollment.

There will be no paper or walk-in enrollment. All families must enroll online via EZ ChildTrack. It is recommended that you secure access to an internet-connected computer to register your child. EZ ChildTrack also has a module for mobile registration that is smartphone responsive. Whether you plan to use a computer or a smartphone, we recommend that ALL families complete the “2023-24 New Families/Add Child/Update” program registration to walk you through what the format looks like to avoid any surprises during live School Year 2023-24 Enrollment.

EZ ChildTrack uses email communications to confirm application submission and to enable KOC to communicate pertinent information to parents. **It is important that you use an email address that you check regularly.** You will receive an email confirmation that your application was submitted successfully - this means that it is pending approval (in the order it was received) on a space-available basis. You will receive an email once your child has been enrolled to indicate that they have a spot in KOC at their school site. You will also receive an email letting you know if your enrollment is declined indicating that your child has been placed on a wait list.

Please read through the [KOC Information and FAQs](#) section of our KOC website for program information. **Financial assistance through alternative payment programs is also available for families who qualify.** For more information please visit our website at <https://www.smusd.org/koc>