REGISTRATION
Freshwater After School Program
How to Register your child for attending the After School Program

PAPER REGISTRATION FORMS ARE SENT HOME:

ASP registration forms are sent home in the beginning of the year packet. Extra copies are available in the front office & ASP portable.

For attendance in August and September Registration forms due by Thursday, SEPTEMBER 12th!

ONLINE:

PDF printable registration forms are available on our website, please see PDF labeled "FASP Schedule".
You may turn these in or email them to me. lleath@freshwatersd.org

HOW TO CHANGE A SCHEDULE FROM LAST YEAR:

Please fill out a new registration form with your child's new schedule for the semester, and turn it into the ASP room at pick up on the first day of their attendance, the front office, or your child's teacher.

What is EZ Care? The program we use for scheduling, and invoicing families based on the time their children used after school care. To access this program, you must have a login, as it is your personal "parent portal". See below for how to sign into your portal.

Why use my Parent Portal? The parent portal is an online website that allows you to log in and view your bill just like you would a phone bill.

1. **View your child's "actual time" (and dates) of attendance**. A great tool for tracking spending and for families needing to split bills.
2. **View your "ledger" - a collection of all charges, credits, & payments.**
   a. A note on payments: Please disregard any "pay now" information. We only accept payments in CASH, CARD, CHECK made payable to freshwater after school program.
3. **View and receive monthly emailed Invoices (PDFs)**
4. **Tax information auto-populates at the end of the year**

How to sign in to your Parent Portal:
Once you have received a confirmation from the director to your email, you should be able to access your ez care parent portal by following these steps.
Follow these 4 Steps (email me with any issues!)

1. Go to ezcaresoftware.com/parent-portal
2. Enter the primary parent email you listed on your ASP registration form
3. Click Register.
* IF UNABLE TO LOG IN, Please Email director at lleath@freshwatersd.org with the primary email you would like your bills to be sent to. This will be the email I will update / set up your EZ Care parent portal with.
3. Once logged in successfully, a secure four-digit pin number will be emailed to you. Check your spam folder if it's not in your inbox. When you have logged in with your email, enter the "Registration Pin" on the registration screen.
4. Enter and confirm a password, then click Finish and you'll be logged in!
   Note: Passwords must be at least 8 characters long, with one uppercase letter, one lowercase letter, and one number.