

Below you will find step-by-step instructions to assist you in registering for our programs.

Spark Summer Registration Instructions

Below are instructions to help guide you through the Spark/Spark UP Summer 2024 registration process. It may be a good idea to print out these instructions prior to beginning the registration process.

The Millard Public Schools Foundation is excited to offer our Spark and Spark UP summer programming including, weekly attendance, location choice, STEM-based enrichment programming, and field trips. Our four Spark locations are eligible to children entering grades 1 - 6. Our Spark UP location is eligible to children entering grades 5 & 6. The Spark and Spark UP program operates from 6:30am until 6:00pm, Monday through Friday.

Spark summer locations are: Abbott, Ackerman, Cather & Reagan. Spark UP will operate at Upchurch. Transportation to and from MPS elementary summer school programs is only eligible at Ackerman.

There are a total of ten weeks in the 2024 summer program. Families have the opportunity to select the weeks of service they will utilize, during the summer registration process. To be enrolled in the summer program a child must be registered for a minimum of one week. Tuition amounts will be deducted from the auto-pay account on file, on Mondays, for the week/s of service registered. Weekly tuition charges will be deducted for chosen weeks, regardless of their child's attendance.

There is limited availability for summer enrollment, so we encourage you to complete your registration before spots are filled.

- Step 1: During the registration process you will be asked to provide information pertaining to account holders and the child/ren being registered. Please gather the following information prior to beginning the registration process:
- Account holders (parents/guardians)
 - Personal/employment work addresses and contact numbers.
 - Personal email addresses and phone numbers.
 - DOB
 - Child
 - Tshirt size
 - DOB
 - Emergency contact information.
 - Physician address and contact number.
 - Health insurance information provider, policy/group #, member ID #.
- Step 2: Go online to <https://mpsfoundation.org/spark> and click on the 'Parent Portal' button.
- Step 3: Read the 2024-25 Family Policy Manual and Summer 2024 Fee Schedule.
- Step 4: Once you have finished reading the materials listed in Step 2, click the Parent Portal's 'Register for 2024 Summer Programs' button. You will be taken to our registration software's registration page (<https://ezchildtrack.com/spark/parent>).

- Step 5: You will first need to open an account and register as a new parent. In the PURPLE 'Open Account – New Parent' box, click the GREEN 'Register' button.
- Step 6: Choose the GREEN 'Register' button in the Summer 2024 box.
- Step 7: Enter your email address and click 'Continue'.
- Step 8: On the instructions page, read the instructions and click the GREEN 'Add Primary Account' button.
- Step 9: As the person registering you are the primary account holder. Please enter your information. When you have completed, you can choose to add a secondary account holder (i.e. another parent) by clicking the GREEN 'Add Secondary Account Holder' button; or if there is not a secondary account holder, click the BLUE 'I do not have a Secondary Account Holder'.

When adding a secondary account holder, enter the individual's information. Once completed, click the GREEN 'Add Child' button to proceed with the registration process.

- If you are currently employed, please enter your employment information as it is requested as a part of our licensing agreement with DHHS. If you are not employed, enter 'N/A' for each of the required employment fields.

- Step 10: Add your child's information and when complete, then click the GREEN 'Add Emergency Contacts' button.
- Step 11: Add up to three emergency contacts. A minimum of ONE is required. Emergency contacts are those you wish to be contacted in the event account holders are not able to be reached during an emergency/urgent situation. Emergency contacts are also permitted as an authorized pickup person for your child. You will have an opportunity to add more authorized pickups in the next step. When complete, click the GREEN 'Add Authorized Pickup' button.
- Step 12: Add up to three additional authorized pickups you would like to add for your child. Individuals listed as authorized pickups are not contacted during an emergency/urgent situation (thus differentiating them from emergency contacts); however, these are individuals that you are giving permission to pick up your child. When complete, click the GREEN 'Enter Medical Information' button.
- Step 13: Provide details pertaining to your child's medical and individual needs, doctor and hospital information, and medical insurance. When complete, click the GREEN 'Enroll Child' button.
- Step 14: Select all of the weeks you wish to enroll for Summer 2024. Your child will only be able to attend the weeks that you select. There are ten weeks in the Summer 2024 program. You must select a minimum of one. **If you want your child entering grades 5-6 to attend Spark UP, choose Upchurch as your location.** If your child is attending MPS summer school and you are wanting transport, select Ackerman.

For each week you want to attend, first click the week, and then you will need to:

- 1) Select the preferred site. You must select the same school for each week you wish to attend as children may not attend multiple schools during the summer.
Please remember UPCHURCH is only eligible for children entering grades 5 & 6.
- 2) Click the box to the left of the week to complete your selection of that week. Upon submitting your weeks, if you receive an error message, it is likely that you did not select the box associated with week of service (see red arrow in image below).

Week 1 (May 27 - May 31)

Preferred Site

Abbott ✓

Seat Available

Week 1

05/27/2024-05/31/2024 6:30 AM - 6:00 PM

M T W Th F

Cost: \$238.00

After choosing your enrollment, click the GREEN 'Save Enrollment' button.

You have through April 30, 2024 to cancel or change the weeks of your summer enrollment. After April 30, 2024 you may not remove weeks of service from your schedule. Depending upon availability, it may be possible to add weeks of service after the April 30, 2024 deadline. For inquiry to add weeks after April 30, 2024, please submit your request via email to spark@mpsfoundation.org.

Step 15: Choose to enroll another child by clicking the 'Add' button in the 'Add Child' box. Complete Steps 9-13 for each additional child to be registered.

If you do not wish to enroll another child, click the GREEN 'Continue to Terms & Conditions' button.

Step 16: Complete Terms & Conditions, then click the GREEN 'View Fee Summary' button.

Step 17: Review Fees & Payments: Select your payment type by clicking 'Credit Card' or 'Bank Account', then enter the required personal and financial information. The account you provide to pay your registration fee is the financial account the system automatically enrolls for autopay. If you wish to update your autopay account at any time, you may do so through the Parent Portal or by contacting our office.

DHHS Child Care Subsidy:

If your child qualifies for DHHS Child Care subsidy, you will not pay a registration fee at the time of registration, as registration fees are reimbursed by DHHS. If your child receives DHHS Child Care subsidy, click the 'Yes' radio button in response to the question "Do you receive financial assistance for child care?". Click the 'DHHS Child Care Subsidy' box, then the GREEN 'Submit Application' button.

Financial Assistance for Childcare

The registration fee listed above may not apply and payments may not be needed if you are eligible for financial assistance from an approved agency.

Do you receive financial assistance for childcare?

Yes No

DHHS Child Care Subsidy

Spark Employee

Registrations Fees waived

**Families receiving subsidy will not have entered an autopay account as a registration fee is not being collected.*

***It is a requirement of the Spark program that an autopay account is actively enrolled with the system. It is the responsibility of the family to add their autopay through the Parent Portal, or by contacting our office. Failure to enroll in autopay may result in termination of registration.*

After submitting my registration, what's next?

- AFTER your registration has been approved by our Admin team, you will receive an email which will include a temporary password. This password will be used to set up your Parent Portal access.
- Access the Parent Portal at <https://ezchildtrack.com/spark/parent>. Enter your email address and temporary password in the BLUE 'Sign In' box. You will be prompted to create your permanent password. You will use the Parent Portal to register for all future Spark, Spark UP, Spark Adventure Camps summer programs, and school year enrollments.

Spark School-Year Registration Instructions

Below are instructions to help guide you through the 2024-2025 School-Year registration process. It may be a good idea to print out these instructions prior to beginning the registration process.

- Step 1: During the registration process you will be asked to provide information pertaining to account holders and the child/ren being registered. Please gather the following information prior to beginning the registration process:
- Account holders (parents/guardians)
 - Personal/employment work addresses and contact numbers.
 - Personal email addresses and phone numbers.
 - DOB
 - Child
 - Tshirt size
 - DOB
 - Emergency contact information.
 - Physician address and contact number.
 - Health insurance information provider, policy/group #, member ID #.
- Step 2: Go online to <https://mpsfoundation.org/spark> and click on the 'Parent Portal' button.
- Step 3: Read the 2024-25 Family Policy Manual and 2024-25 Fee Schedule.
- Step 4: Once you have finished reading the materials listed in Step 2, click the Parent Portal's 'Register for 2024-2025 School Year' button. You will be taken to our registration software's registration page (<https://ezchildtrack.com/spark/parent>).
- Step 5: If you have previously registered for the Summer 2024 or Spark Adventure Camps programs, you can sign by entering your previously created login credentials. This information will be entered into the BLUE 'Sign In' box. Enter your email address and password, then click the GREEN 'Sign In' button.
- If you did not register for the Summer 2024 or Spark Adventure Camps programs, you will need to open an account and register as a new parent. In the PURPLE 'Open Account – New Parent' box, click the GREEN 'Register' button.
- Step 6: Choose the GREEN 'Register' button in the School Year – 2024-2025 box.
- Step 7: Enter your email address and click 'Continue'.
- Step 8: On the instructions page, read the instructions and click the GREEN 'Add Primary Account' button.
- Step 9: As the person registering you are the primary account holder. Please enter your information. When you have completed, you can choose to add a secondary account holder (i.e. another parent) by clicking the GREEN 'Add Secondary Account Holder' button; or if there is not a

secondary account holder, click the BLUE 'I do not have a Secondary Account Holder' link in BLUE.

When adding a secondary account holder, enter the individual's information. Once completed, click the GREEN 'Add Child' button to proceed with the registration process.

- o If you are currently employed, please enter your employment information as it is requested as a part of our licensing agreement with DHHS. If you are not employed, enter 'N/A' for each of the required employment fields.

Step 10: Add your child's information and when complete, then click the GREEN 'Add Emergency Contacts' button.

Step 11: Add up to three emergency contacts. A minimum of ONE is required. Emergency contacts are those you wish to be contacted in the event account holders are not able to be reached during an emergency/urgent situation. Emergency contacts are also permitted as an authorized pickup person for your child. You will have an opportunity to add more authorized pickups in the next step. When complete, click the GREEN 'Add Authorized Pickup' button.

Step 12: Add up to three additional authorized pickups you would like to add for your child. Individuals listed as authorized pickups are not contacted during an emergency/urgent situation (thus differentiating them from emergency contacts); however, these are individuals that you are giving permission to pick up your child. When complete, click the GREEN 'Enter Medical Information' button.

Step 13: Provide details pertaining to your child's medical and individual needs, doctor and hospital information, and medical insurance. When complete, click the GREEN 'Enroll Child' button.

Step 14: Select ONE of our seven enrollment categories for which you wish to register. Due to Millard's early release on Wednesday afternoons, pay special attention to your choice to ensure you are choosing care for all the hours/days you need. Enrollment categories offer care as detailed in the table below. **You will select ONLY ONE of the following:**

Enrollment Category:	Care Hours Included:
Full-Time (before & after School)	6:30 am – school begins, M-F 3:30 pm – 6 pm, M, T, Th, F 2:30pm – 6 pm, W
Full-Time No Wednesday Afternoons (not eligible to attend Wednesday afternoons)	6:30 am – school begins, M-F 3:30 pm – 6 pm, M, T, Th, F
Part-Time (after school only)	3:30 pm – 6 pm, M, T, Th, F 2:30pm – 6 pm, W
Part-Time (before school only)	6:30 am – school begins, M-F
Mornings With Wednesday Afternoons	6:30 am – school begins, M-F 2:30pm – 6 pm, W
Wednesday Afternoons Only - <i>Sibling discount not eligible for this category</i>	2:30pm – 6 pm, W

After choosing your enrollment, click the GREEN 'Save Enrollment' button.

Step 15: Choose to enroll another child by clicking the 'Add' button in the Add Child box. Complete Steps 9-13 for each additional child to be registered.

If you do not wish to enroll another child, click the GREEN 'Continue to Terms & Conditions' button.

Step 16: Complete Terms & Conditions, then click the GREEN 'View Fee Summary' button.

Step 17: Review Fees & Payments: Select your payment type by clicking 'Credit Card' or 'Bank Account', then enter the required personal and financial information. The account you provide to pay your registration fee is the financial account the system automatically enrolls for autopay. If you wish to update your autopay account at any time, you may do so through the Parent Portal or by contacting our office.

DHHS Child Care Subsidy:

If your child qualifies for DHHS Child Care subsidy, you will not pay a registration fee at the time of registration, as registration fees are reimbursed by DHHS. If your child receives DHHS Child Care subsidy, click the 'Yes' radio button in response to the question "Do you receive financial assistance for child care?". Click the 'DHHS Child Care Subsidy' box, then the GREEN 'Submit Application' button.

Financial Assistance for Childcare

The registration fee listed above may not apply and payments may not be needed if you are eligible for financial assistance from an approved agency.

Do you receive financial assistance for childcare?

Yes No

DHHS Child Care Subsidy

Spark Employee

Registrations Fees waived

**Families receiving subsidy will not have entered an autopay account as a registration fee is not being collected.*

***It is a requirement of the Spark program that an autopay account is actively enrolled with the system. It is the responsibility of the family to add their autopay through the Parent Portal, or by contacting our office. Failure to enroll in autopay may result in termination of registration.*

After submitting my registration, what's next?

- AFTER your registration has been approved by our Admin team, you will receive an email which will include a temporary password. This password will be used to set up your Parent Portal access.
- Access the Parent Portal at <https://ezchildtrack.com/spark/parent>. Enter your email address and temporary password in the BLUE 'Sign In' box. You will be prompted to create your permanent password. You will use the Parent Portal to register for all future Spark, Spark UP, Spark Adventure Camps summer programs, and school year enrollments.

Spark Adventure Camps 2024 Registration Instructions

Below are instructions to help guide you through the Summer 2024 Spark Adventure Camps registration process. It may be a good idea to print out these instructions prior to beginning the registration process.

- Step 1: During the registration process you will be asked to provide information pertaining to account holders and the child/ren being registered. Please gather the following information prior to beginning the registration process:
- Account holders (parents/guardians)
 - Personal/employment work addresses and contact numbers.
 - Personal email addresses and phone numbers.
 - DOB
 - Child
 - Tshirt size
 - DOB
 - Emergency contact information.
 - Physician address and contact number.
 - Health insurance information provider, policy/group #, member ID #.
- Step 2: Go online to <https://mpsfoundation.org/spark> and click on the 'Parent Portal' button.
- Step 3: Read the 2024-25 Spark Adventure Camps Family Policy Manual and review the Spark Adventure Camps brochure.
- Step 4: Once you have finished reading the materials listed in Step 2, click the Parent Portal's 'Register for 2024 Summer Programs' button. You will be taken to our registration software's registration page (<https://ezchildtrack.com/spark/parent>).
- Step 5: If you have previously registered for the Summer 2024 or 2024-2025 Spark School-Year programs, you can sign by entering your previously created login credentials. This information will be entered into the BLUE 'Sign In' box. Enter your email address and password, then click the GREEN 'Sign In' button.
- If you did not register for the Summer 2024 or 2024-2025 Spark School-Year programs, you will need to open an account and register as a new parent. In the PURPLE 'Open Account – New Parent' box, click the GREEN 'Register' button.
- Step 6: Choose the GREEN 'Register' button in the 'Spark Adventure Camps 2024' box associated with your child's grade level. If your child is entering grades 1 – 3 for the 24-25 school year, select 'Spark Adventure Camps 2024 – Grades 1-3'. If your child is entering grades 4 – 8, select 'Spark Adventure Camps 2024 – Grades 4-8'.
- Step 7: Enter your email address and click 'Continue'.
- Step 8: On the instructions page, read the instructions and click the GREEN 'Add Primary Account' button.

Step 9: As the person registering you are the primary account holder. Please enter your information. When you have completed, you can choose to add a secondary account holder (i.e. another parent) by clicking the GREEN 'Add Secondary Account Holder' button; or if there is not a secondary account holder, click the BLUE 'I do not have a Secondary Account Holder' link.

When adding a secondary account holder, enter the individual's information. Once completed, click the GREEN 'Add Child' button to proceed with the registration process.

- If you are currently employed, please enter your employment information. If you are not employed, enter 'N/A' for each of the required employment fields.

Step 10: Add your child's information and when complete, then click the GREEN 'Add Emergency Contacts' button.

Step 11: Add up to three emergency contacts. A minimum of ONE is required. Emergency contacts are those you wish to be contacted in the event account holders are not able to be reached during an emergency/urgent situation. Emergency contacts are also permitted as an authorized pickup person for your child. You will have an opportunity to add more authorized pickups in the next step. When complete, click the GREEN 'Add Authorized Pickup' button.

Step 12: Add up to three additional authorized pickups you would like to add for your child. Individuals listed as authorized pickups are not contacted during an emergency/urgent situation (thus differentiating them from emergency contacts); however, these are individuals that you are giving permission to pick up your child. When complete, click the GREEN 'Enter Medical Information' button.

Step 13: Provide details pertaining to your child's medical and individual needs. When complete, click the GREEN 'Enter Additional Information' button.

Step 14: Detail any activities in which your child may not participate (if applicable). When complete, click the GREEN 'Enroll Child' button.

Step 15: View the Spark Adventure Camps being offered each week by clicking on the box associated with the week and selecting 'Millard North Middle School' as the preferred site. Select the camp for which you want to register by clicking the box to the left of the camp's title.

Week 1 (Jun 3 - Jun 7)

Preferred Site

Millard North Middle School

Seat Available

Unleash Your Wild Side

06/03/2024-06/07/2024 9:00 AM - 12:00 PM

M T W Th F Reg Fee: \$150.00 /

After you have selected all the camps for which you want to register, click the GREEN 'Save Enrollment' button.

Step 16: Choose to enroll another child by clicking the 'Add' button in the Add Child box. Complete Steps 9-13 for each additional child to be registered.

If you do not wish to enroll another child, click the GREEN 'Continue to Terms & Conditions' button.

Step 17: Complete Terms & Conditions, then click the GREEN 'View Fee Summary' button.

Step 18: Review Fees & Payments: Select your payment type by clicking 'Credit Card' or 'Bank Account', then enter the required personal and financial information and submit the application.