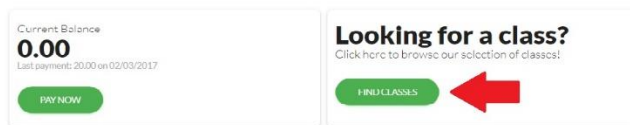


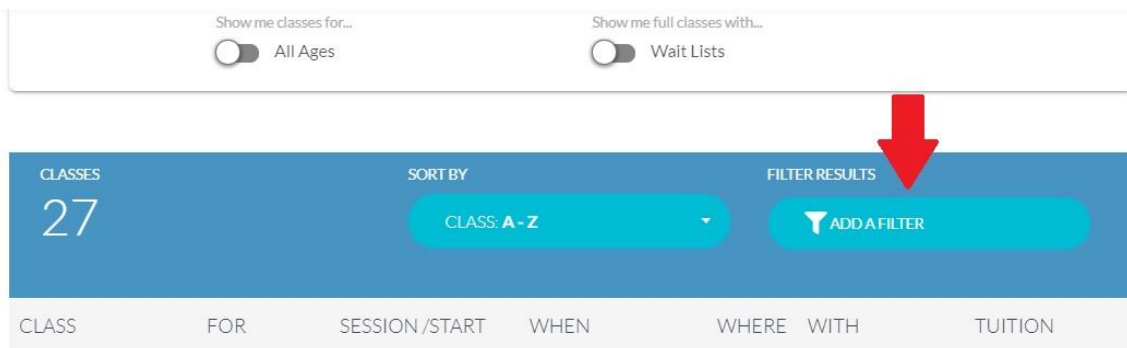
# How to Register for Summer Kid's Day Out

1. Log into your Parent Portal Account at [www.TEGAkids.com](http://www.TEGAkids.com)
2. Please take a moment to check all of your contact and billing information to ensure it is all up-to-date.
3. Click on the "Find Classes" button



## My Schedule

4. To quickly find classes, you may choose the "add a filter" button; you can filter by program (Preschool Kids Day Out or School Age Kids Day Out) or by session to find a specific week.



5. Choose your classes you wish to enroll your child into and click on it. You will be taken to the next screen which will show details for the class. Click the “add to cart” button to enroll into the class.

The screenshot shows a blue header with the text 'Class Details'. Below the header is a circular icon containing a graduation cap. Underneath the icon, the text reads 'TEST CLASS' and 'AS LOW AS 50.00'. A green button labeled 'ADD TO CART' is positioned below the text, with a red arrow pointing to it from the right. Below the button, the text 'TEST CLASS -- ADMIN USE ONLY' is displayed. At the bottom of the screenshot, there is a table with three columns: 'Program', 'SESSION', and 'DATES'. The 'Program' column contains 'Kids Day Out - School Age'. The 'SESSION' column contains '2018-2019 School Year' and '8:00am - 6:00pm'. The 'DATES' column contains '08/20/2018 - 05/24/2019'. Below the table, there is a row with 'Male & Female' and 'All Ages' on the left, a row of colored boxes representing days of the week (M, T, W, T, F, S, S) in the middle, and the word 'Main' on the right.

6. The next page will allow you to select the days you wish to enroll your child(ren) into.

## ENROLL

### Select Days

MONDAY

#### Select Students

Student One

Student Two

TUESDAY

#### Select Students

Student One

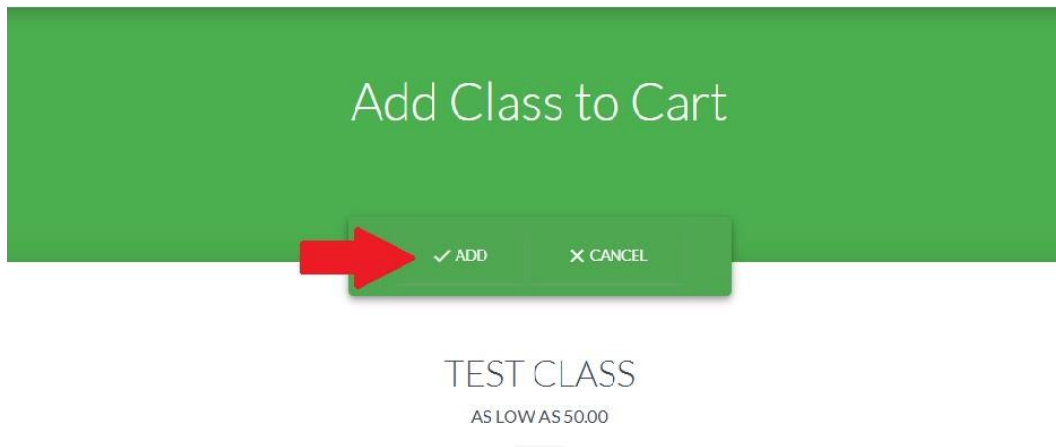
Student Two

WEDNESDAY

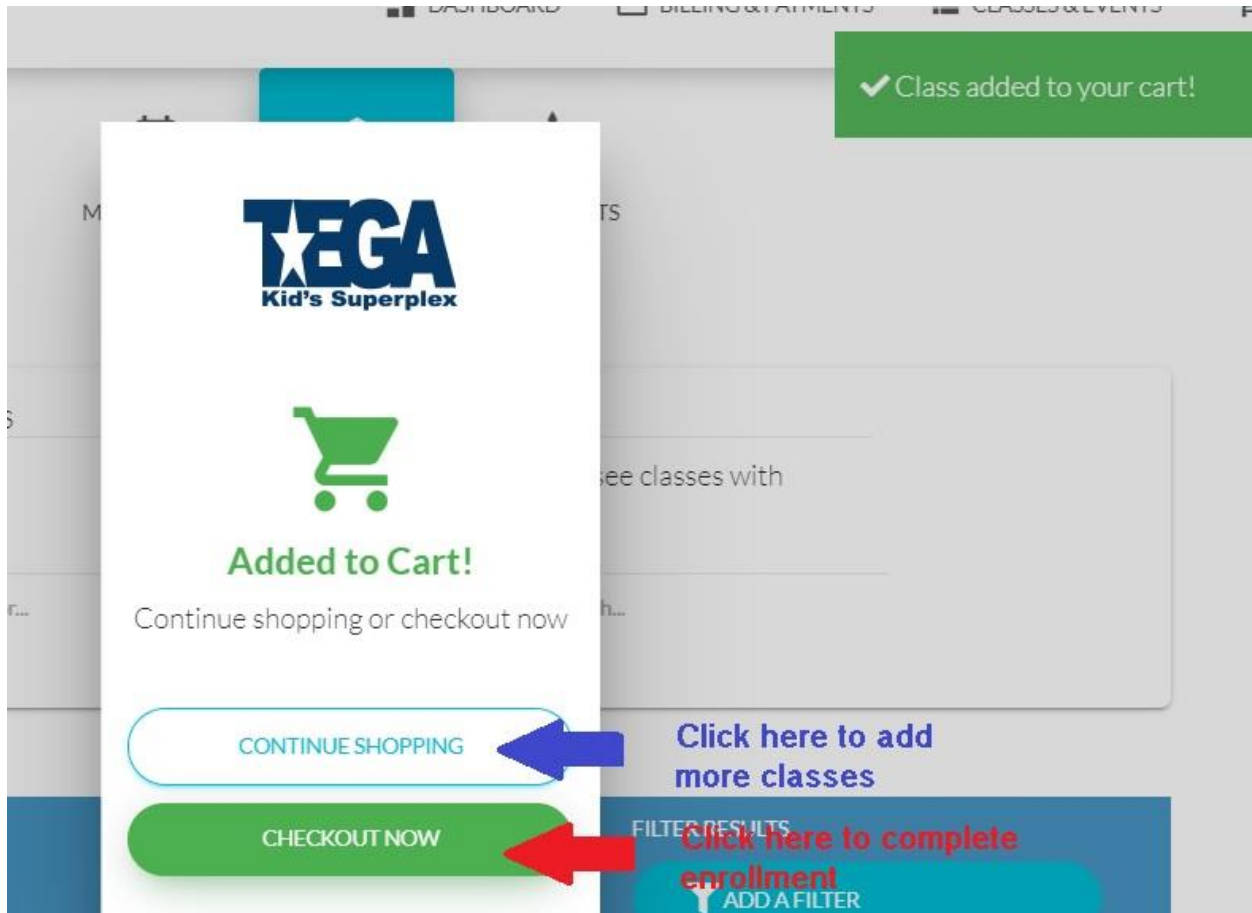
THURSDAY

FRIDAY

7. After you have selected your days, scroll back up and click the “add to cart” button.



8. A pop-up will appear with two options: “continue shopping” will allow you to enroll into additional classes; “checkout now” will allow you to complete your enrollment



9. The next page will show a summary of classes that you have selected and their associated fees. Please note: any discounts and/or registration fees that are applicable will NOT show on this page. Our office will review each registration individually and apply and discounts and/or registration fees to your account. Depending on volume, the discounts and registration fees may take 1-3 business days to appear in your account. **You must click the “accept enrollment fees and continue” button at the bottom of the page to complete your enrollment!**

The screenshot displays a summary of enrollment fees for two students. At the top, there are two rows for 'Student One' and 'Student Two', each with a fee of 150.00 and 100.00 respectively, and a calendar icon. Below this is a 'TEST CLASS' section. A yellow callout box states: 'This page will show a summary of fees for student(s) and class(es). NOTE: applicable discounts and registration fees will not show here. They will be added after our office reviews your registration!'. The main section is titled 'Class & Event Fees' and shows a 'FEES SUBTOTAL' of 250.00. Below this is a 'Discounting & Prorating' section with a 'TOTAL DISCOUNTS' of 0.00 and a blue arrow pointing right. The 'Tax' is also 0.00. The final line shows 'Total Enrollment Fees' as 250.00. At the bottom, a red arrow points to a green button labeled 'ACCEPT ENROLLMENT FEES AND CONTINUE', with the text 'You MUST click here to complete enrollment!' next to it.

10. A pop-up will show confirming your enrollment. You should also receive a confirmation email to the address on file in your account.

## Helpful Reminders

1. For preschool-aged children, classes are selected based on age. Here is a listing of the age groups:
  - 2 year olds
  - 3 year olds
  - 4 year olds (children that will be 4 on or before September 1, 2020, and will not be attending Kindergarten in Fall 2020)
2. For school-aged children, classes are selected based on the grade level that students will be **entering** in Fall 2020. For example, students that will be entering Kindergarten in Fall 2020 will enroll into the “Kindergarten” class.
3. If you have any problems or questions regarding the registration process or your child’s enrollment, please feel free to call our office at 806-866-9765.
4. The charge for your registration fee will be processed within 5 days of submitting your initial registration, and you will receive a confirmation email at that time. You will only be charged a registration fee when you enroll your child into a class. You will not be charged a registration fee if you simply create (or update) a parent account with us. **The registration fee for 2020 KDO is \$55 per child.** The registration fee is non-refundable and non-transferable.
5. Tuition will be posted to your account based upon the days that you enroll for. Please note that sibling discounts will not automatically show on your account. We review all registrations as they are submitted and will add any applicable discounts at that time.
6. Tuition is due weekly throughout the summer, on the Monday prior to the camp week, with Week 1 tuition being due May 22, 2020. The registration fee is due when you register. We will email weekly statements on Thursday before the draft date showing the charges that are due for the following week. TEGA will draft payment for the following week’s tuition each Monday at noon. **You may amend or adjust your child’s enrollment until May 15, 20. After this date, no enrollment adjustments will be allowed, and you will be financially responsible for the dates you have enrolled your child for.**

7. TEGA Operates KDO for 12 weeks in the summer. We will be closed Memorial Day, and also July 3<sup>rd</sup> 6<sup>th</sup>.

Our weeks of care are as follows:

Week 1: 5/26-5/29

Week 2: 6/1 – 6/5

Week 3: 6/8 – 6/12

Week 4: 6/15 – 6/19

Week 5: 6/22 – 6/26

Week 6: 6/29 – 7/2

Week 7: 7/7 – 7/10

Week 8: 7/13 – 7/17

Week 9: 7/20 – 7/24

Week 10: 7/27 – 7/31

Week 11: 8/3 – 8/7

Week 12: 8/10 – 8/14