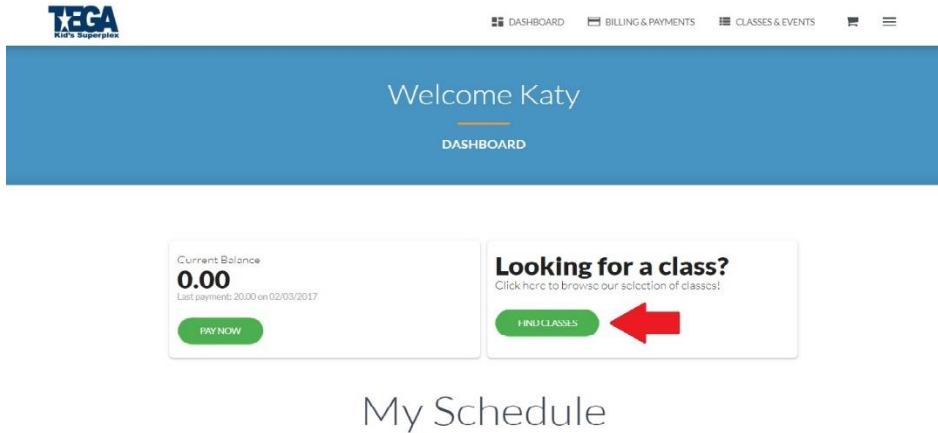
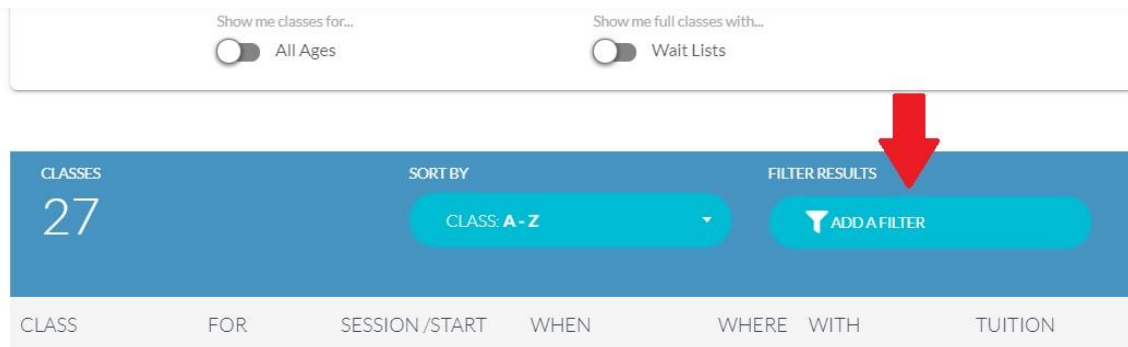


# How to Register for Summer Kid's Day Out

1. Log into your Parent Portal Account at [www.TEGAkids.com](http://www.TEGAkids.com) or the TEGA app.
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



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 of 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 highlighted 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, there is a table with columns for Program, SESSION, and DATES. The table contains the following information:

Program	SESSION	DATES
Kids Day Out - School Age	2018-2019 School Year	08/20/2018 - 05/24/2019

Below the table, there is additional information: 'Male & Female All Ages', '8:00am - 6:00pm', a row of colored boxes representing days of the week (M, T, W, T, F, S, S), and the word 'Main'.

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

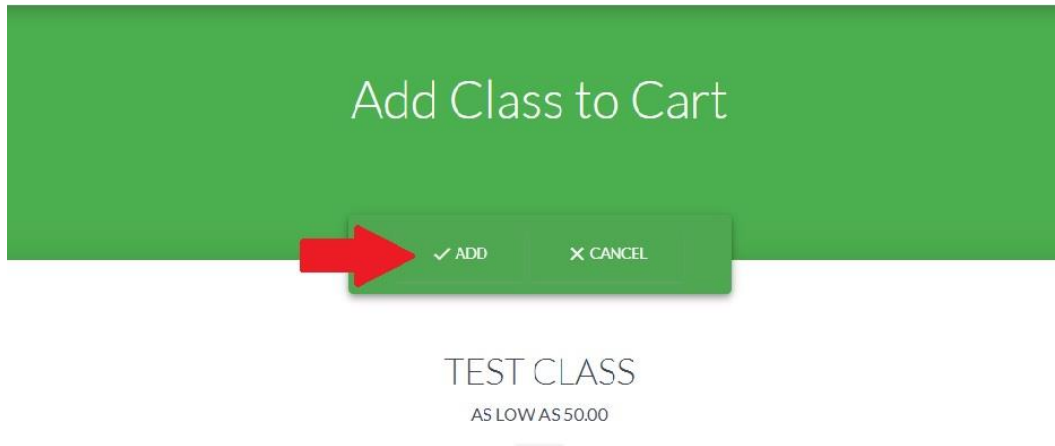
Student Two

WEDNESDAY

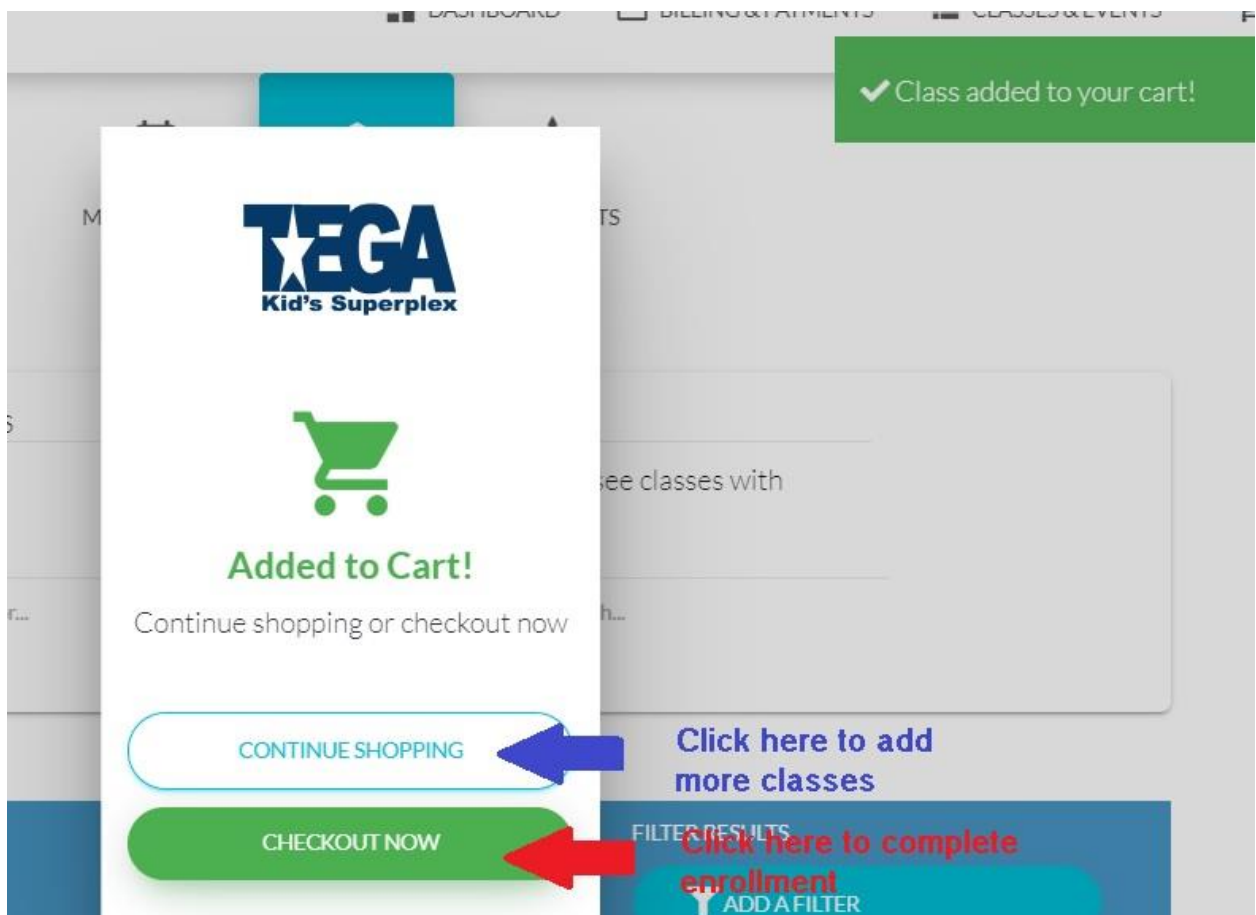
THURSDAY

FRIDAY

7. After you have selected your days, scroll back up and click the “add” 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!**

WHO FEE DAYS  
Student One 150.00 M T W T F S S

TEST CLASS  
WHO FEE DAYS  
Student Two 100.00 M T W T F S S

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!

Class & Event Fees  
FEES SUBTOTAL  
**250.00**

Discounting & Prorating  
TOTAL DISCOUNTS  
**0.00**

Tax  
**0.00**

Total Enrollment Fees  
**250.00**

**You MUST click here to complete enrollment!**

ACCEPT ENROLLMENT FEES AND CONTINUE

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

11. Note, you will not be able to amend your enrollment through the parent portal. If you have questions regarding your enrollment, please contact our accounts manager at [kskinnertega@gmail.com](mailto:kskinnertega@gmail.com) or send a message through the parent portal.

## 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, 2022, and will not be attending Kindergarten in Fall 2022)

2. For school-aged children, classes are selected based on the grade level that students will be **entering** in Fall 2022. For example, students that will be entering Kindergarten in Fall 2022 will enroll into the “Kindergarten” class. Please note that if your child’s group is full for any given week, you will not be allowed to register for a different age group. You may get on the wait list for any full weeks (we cannot guarantee space will open up, however).

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 or email our accounts manager at [kskinnertega@gmail.com](mailto:kskinnertega@gmail.com)

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 2022 KDO is \$50 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 may 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 two weeks prior to the camp week, with Week 1 tuition being due May 16, 2022. 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. TEGA will draft payment for tuition each Monday at noon. **You may amend or adjust your child’s enrollment until May 13, 2022. After this date, no enrollment adjustments (drops) will be allowed, and you will be financially responsible for the dates you have enrolled your child for.**

7. TEGA Operates KDO for 10 weeks in the summer. We will be closed (no care): May 30<sup>th</sup>, July 4-8

Our weeks of care are as follows:

Week 1: May 31 – June 3 (*closed 5/30*)

Week 2: June 6 – 10

Week 3: June 13 – 17

Week 4: June 20 – 24

Week 5: June 27 – July 1

*Closed: July 4-8 (no care)*

Week 6: July 11 – 15

Week 7: July 18 – 22

Week 8: July 25 – 29

Week 9: August 1 – 5

Week 10: August 8 – 13

*Tuition Due Dates (tuition will be drafted at noon each Monday on the following schedule)*

*Week 1: May 16*

*Week 2: May 23*

*Week 3: May 31*

*Week 4: June 6*

*Week 5: June 13*

*Week 6: June 27*

*Week 7: July 5*

*Week 8: July 11*

*Week 9: July 18*

*Week 10: July 25*

8. If you have any additional questions regarding your account, please email our Accounts Manager, Katy Skinner, at [kskinnertega@gmail.com](mailto:kskinnertega@gmail.com) or send a message through your parent portal.