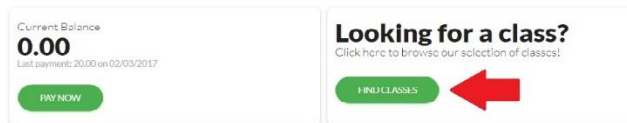


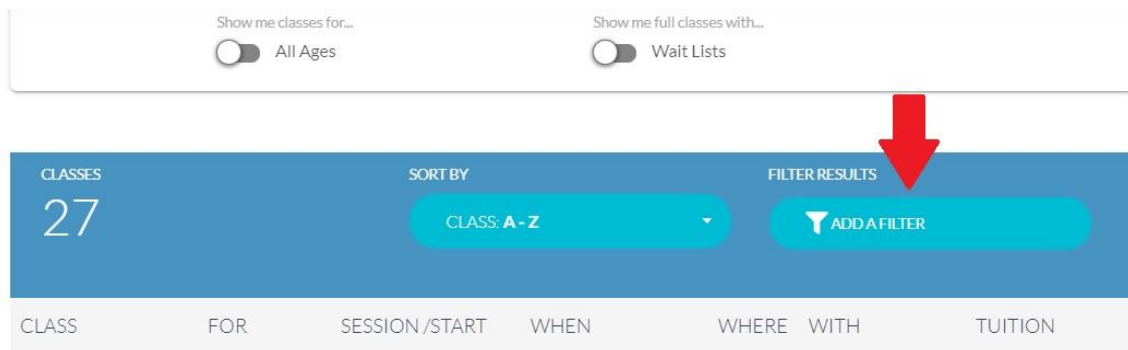
How to Register for Summer Kid's Day Out

1. Log into your Parent Portal Account at 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



My Schedule

4. To quickly find classes, you may choose the "add a filter" button; you can filter by program (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 the 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

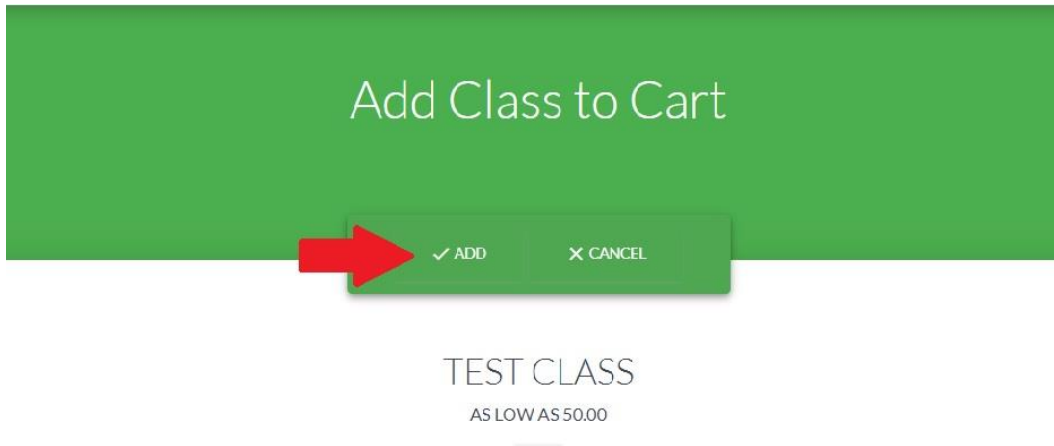
Student Two

WEDNESDAY

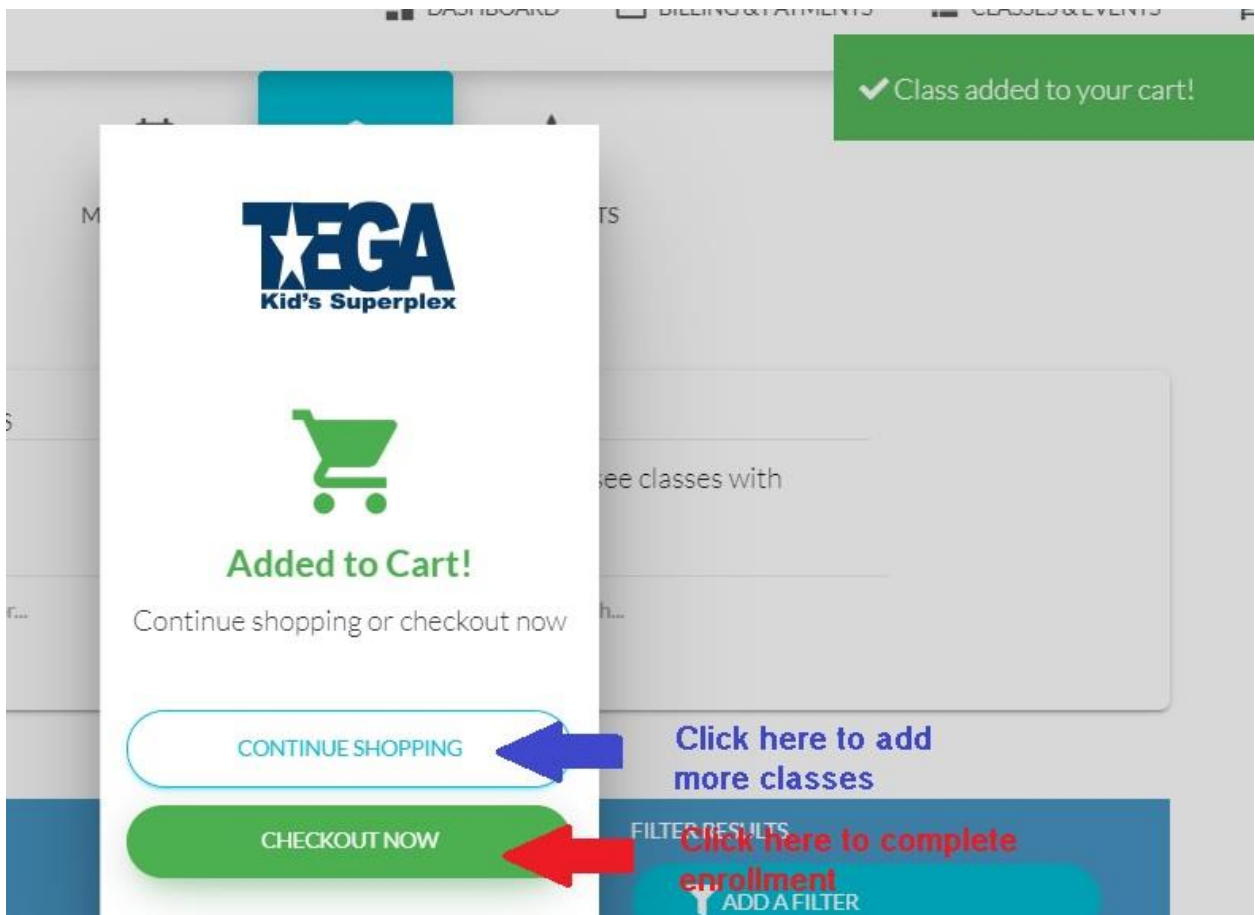
THURSDAY

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!**

The screenshot displays a summary of enrollment fees for two students. At the top, there are two rows for 'Student One' and 'Student Two'. 'Student One' has a fee of 150.00 and a class schedule of M T W T F S S. 'Student Two' has a fee of 100.00 and a class schedule of M T W T F S S. Below this, a section titled 'Class & Event Fees' shows a 'FEES SUBTOTAL' of 250.00. Underneath, 'Discounting & Prorating' shows 'TOTAL DISCOUNTS' of 0.00. 'Tax' is also listed as 0.00. The final line shows 'Total Enrollment Fees' of 250.00. A yellow callout box on the right 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!'. 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.

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 or send a message through the parent portal.

Helpful Reminders

1. For Kids Day Out, classes are selected based on the grade level that students will be **entering in Fall 2023**. For example, students that will be entering Kindergarten in Fall 2023 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).
2. 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
3. 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 2023 KDO is \$55 per child.** The registration fee is non-refundable and non-transferable.
4. 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.
5. Tuition is due weekly throughout the summer, on the Monday two weeks prior to the camp week, with Week 1 tuition being due May 15, 2023. 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 12, 2023. 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.**

6. TEGA Operates KDO for 10 weeks in the summer. We will be closed (no care): May 29th & 30th, July 3-7

Our weeks of care are as follows:

Week 1: May 31 – June 2 (*closed 5/29 & 5/30*)

Week 2: June 5 – 9

Week 3: June 12 – 16

Week 4: June 19 – 23

Week 5: June 27 – July 1

Closed: July 3-7 (no care)

Week 6: July 10 – 14

Week 7: July 17 – 21

Week 8: July 24 – 28

Week 9: July 31 – August 4

Week 10: August 7 – 11

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

Week 1: May 15

Week 2: May 22

Week 3: May 30

Week 4: June 5

Week 5: June 12

Week 6: June 26

Week 7: July 3

Week 8: July 10

Week 9: July 17

Week 10: July 24

7. If you have any additional questions regarding your account, please email our Accounts Manager, Katy Skinner, at kskinnertega@gmail.com or send a message through your parent portal.