# Registration Process ASA/ASA-TK/K 2025-2026

# Registration and prepayment are required. Enrollment is limited.

Children attending our programs must be fully toilet trained, able to self-feed, participate independently, and behave in such a way that they do not pose harm to themselves or others.

ASA Handbook 2025-2026

## **Registration Dates**

OPENS: Monday, May 5th, 2025: New Families

CLOSES: Wednesday, June 11th 2025: Or sooner when spots are filled

### Registration Fees (non-refundable)

Must be paid on Brightwheel within 7 business days after registration confirmation has been received

\$30/per child

\$50/per 2 or more children

### Registration Process

- 1. Go to <u>InTouch</u> and fill out the interest form. Fill out the <u>WAITLIST</u> once Intouch closes June 11th.
- 2. You will receive an email from <u>Afterschool.adventures@hocksd.org</u> upon receiving your interest form. This email will include notification to sign up for Brightwheel and register your child **or** notification of waitlist. If notified to register, Brightwheel will send you an email to create your account. Admissions paperwork can be found in the Paperwork section of your child's Brightwheel profile. Your registration must be submitted within 3 business days before your spot in the program is forfeit.
- 3. While completing the registration form, click purple + Add parent/guardian for ALL parents/guardians and approval pickups/emergency contact personnel. Children cannot be released to anyone other than those on their account.
- 4. Once families have completed the form, ASA will review. Look for updates on BW in Packets to view your status change from (blue) Submitted to (green) Completed. If any change requests need to be added to your form, Brightwheel will change the status of your submission to (yellow) Changes requested.
- Visit Brightwheel to pay your registration fee. Payment completes the registration process and secures your spot for ASA/ASA-TK/K for the 2025-2026 school year (cont. To page 2)

6.	Registration will close on Wednesday, June 11th or before if we hit our maximum number of participants