Prime Time Care/Teen Club Online Registration

All parents will be required to complete the online registration process each year for Prime Time Care and Teen Club.

- Log into https://ptc.wlcsd.org using your Skyward Family Access login information
  - You must wait 24 hours after changing your Skyward Family Access password before attempting to use the new password in the Prime Time Registration Portal.

- Click on the **Select** button next to the first student.

- Begin by entering today’s date.
• Scroll down the screen verifying your personal information. **The name and address information is pulled directly from Skyward – you will not be able to update this. Should any information need to be corrected, you will need to contact the school directly.** Complete/correct any information beginning with your cell phone number.

• Complete all fields with a red asterisk. Once complete, click **Save and Next**.

• The next page is Student Information. Verify the information is correct. **The information is pulled directly from Skyward – you will not be able to update this. Should any information need to be corrected, you will need to contact the school directly.** Click **Save and Next** to continue.

• The next page allows you to add a second family if necessary. Click the appropriate answer. If you click Yes, you will need to complete all the required fields. When complete, click **Save and Next**.
The next screen is Emergency Contacts. This should be someone who will be available at the time the child is in Prime Time Care/Teen Club. Complete the required fields and click **Save and Next**.

The next page is the Health Information. Answer all the questions for this child. If you click on an answer that requires further explanation, a required text box will open allowing for further details.

- Initial the last box granting permission for the Prime Time/Teen Club to contact emergency personnel if necessary. Click **Save and Next** to continue.
The next screen is the Prime Time Care and Teen Club Contracts. Click on the links provided to open the contracts in a separate tab. Once finished, return to the Prime Time Care Registration Portal. Answer the required questions. The final statement asks you to acknowledge you have read and understand the Program Contracts. Click **Save and Next** to continue.

The next screen provides a link to the Prime Time Care/Teen Club Parent Handbook. Click on the link provided to open the handbook in a new tab. Once finished, return to the Prime Time Care Registration Portal. Initial the box acknowledging that you have read and understand the Prime Time Care/Teen Club Parent Handbook. Click **Save and Next** to continue.

The next screen provides details about the Licensing of the Prime Time Care/Teen Club programs as certified childcare center. For more details, click on the link to the State of Michigan Child Care Website in a new tab. Once finished, return to the Prime Time Care Registration Portal. Initial the box acknowledging that you have read and understand the information about State of Michigan Licensing. Click **Save and Next** to continue.
• The final page is Finalization asking you to verify you have finished with this child. Click Yes and then to continue.

The next page provides all of your responses. Scroll down to verify all the information. Click to continue.

- There are two scroll bars...one with your responses and one on the main page of the site. Scroll down on the main scrollbar to reveal the Save and Next button.

• The Final Checklist provides details of the next steps of the process. When ready, click Continue.

Final Checklist / Download PDF

Thank you for enrolling in Prime Time Care/Teen Club/Summer Care.

- Your registration(s) will not be considered complete until these follow-up steps (completing your calendar and payment) are finished.
- An email with further instructions to complete your Prime Time Care/Teen Club/Summer Care registration will be forthcoming within the next 3 business days.
- The email will come from enrollment@wapsd.org.

Thank you,
Prime Time Care Team

Complete the process for any additional children. Once all of your children are completed, you are finished with the initial steps of the Prime Time Care registration process.

Watch your email for further instructions! Your enrollment will not be complete until the August/September calendars are entered in Skyward and payment is received.