

EXCEL Before and After Program Online Application Guide 2025-2026

Welcome to EXCEL Before and After Program 2025-2026 registration. We are happy to have you.

To access the EZChildTrack Parent Portal landing page, please visit: <https://ca.ezchildtrack.com/excel/parent> using the most up-to-date version of your web browser or mobile version.

Returning Families	New Families
<ul style="list-style-type: none"> If you already have an account, enter the Parent Portal by providing your registered email address and password in the 'Returning Parents Sign In' section. If you have forgotten your password, click on "Click Here" beside 'Forgot Password' in the 'Returning Parents Sign In' section. If you have an account but do not have a password yet, select the "Sign Up" button in the 'Existing Parents Sign Up' section. Enter your registered email address in the box provided and click the [Sign Up] button. An email will be sent to the email address you provided with instructions to create a password. The link provided is valid for a limited time. In the Registration section of the Parent Portal Home Page, click on the Register button of the desired program. If you have children attending schools in different units, simply enter the EZChildTrack Parent Portal on the specified registration dates for each child and register for the appropriate program. Click on [Review My Account] to enroll returning children, add new children, and make any necessary changes to the Primary Account Holder and Secondary Account Holder. 	<ul style="list-style-type: none"> Any new EXCEL Before and After Program family can register for a program by clicking on the [Register] button in the 'New Parents Open Account' section of the Parent Portal landing page. Once you select the desired program for registration, you will enter your email address. On the instruction page, you can click on [View Detail by Site] to see the sites that have a limited number of seats or are already on the waitlist. If you have already entered the parent portal and started the application process, you can pick up where you left off by clicking on [Review My Account]. You will be required to enter a validation code. You can then click on [Validate and Copy my Information] to keep the information you have already entered or click on [Never mind! I will just re-enter all information to continue]. If you have children attending schools in different units, simply enter the EZChildTrack Parent Portal on the specified registration dates following the same steps as above. When you register for a second or third time, you will enter the Primary Account Holder's email address. After you enter your email address, a pop-up will prompt you to retrieve a Validation Code from the recognized email address. Enter the Validation Code and click on [Validate and Copy my Information]. The system will automatically populate the current parent registration form with all previously submitted adult and child data. You can then register/add the child(ren) for the specified program.

Helpful Tips: When completing the application form, you will not be able to move forward until all fields (information) is complete. Mandatory fields left incomplete will have a red border.

EZChildTrack has added a "Pick Up Where I Left Off" checkbox on the Instructions page. If checked, the data entered will be saved if you exit and sign in at another time.

Category	Required Information
<ul style="list-style-type: none"> • <u>Parent/Guardian 1: Primary Account Holder</u> <ul style="list-style-type: none"> ○ This individual will automatically be an emergency contact and authorized for pick up. 	<ul style="list-style-type: none"> • Email Address • Name (<i>First and Last Name</i>) • Home Address • Phone Number <ul style="list-style-type: none"> ○ Please provide at least one phone number at which the Parent/Guardian 1 can be reached ○ Check the “Do not have Work Phone/Home/Cell Phone” box under the number field as applicable. • Primary Language (<i>optional</i>) • Cost Share Account: please indicate if you will be sharing the cost of tuition with another person and, if yes, provide the required information (see foot note at bottom of document).¹ <ul style="list-style-type: none"> ○ Name ○ Phone Number ○ Email Address ○ Percentage/Amount for each Payer ○ The EXCEL Registrar’s Office will contact the person listed to set up their account. Cost share account holders are required to each pay the account-level registration fee and will receive individual Income Tax receipts. • Click on [Add Secondary Contact] or “I do not have a secondary account” to continue.
<ul style="list-style-type: none"> • <u>Parent/Guardian 2: Secondary Account Holder</u> <ul style="list-style-type: none"> ○ If not including a Parent/Guardian 2, click on “I do not have a secondary account” at the bottom of the Parent/Guardian 1 (Primary Account Holder) page. ○ This individual will automatically be an emergency contact and authorized for pick up. 	<ul style="list-style-type: none"> • Name (<i>First and Last Name</i>) • Home Address (<i>or check “Address same as Primary Account Holder”, if applicable</i>) • Phone Number <ul style="list-style-type: none"> ○ Please provide at least one phone number at which the Parent/Guardian 1 can be reached ○ Check the “Do not have Work Phone/Home/Cell Phone” box under the number field as applicable. • Email Address (<i>optional</i>) • Primary Language (<i>optional</i>) <p>Click on [Register My Children] to continue.</p>

Category	Required Information
<ul style="list-style-type: none"> • Child <ul style="list-style-type: none"> ○ If you have a child or children listed, you can click on [Enroll], [Change] or [Skip Enrollment] as applicable. ○ Click on the [Add] button in the Add Child section to add a new child to the application. 	<ul style="list-style-type: none"> • Name (<i>First and Last Name</i>) • Nick Name (<i>optional</i>) • Date of Birth • Primary Language (<i>optional</i>) • Relationship with Primary Account Holder • If the child lives with the Primary Account Holder (<i>checkbox</i>) • Relationship with Secondary Account Holder (<i>if applicable</i>) • If the child lives with the Secondary Account Holder (<i>checkbox</i>) (<i>if applicable</i>) <ul style="list-style-type: none"> ○ It may only allow either the Primary or Secondary account holder to be checked off as “lives with the child”. This is okay and you can continue with the application. • Address of Child <ul style="list-style-type: none"> ○ If you check that the child lives with the Primary Account Holder, the address will automatically populate. ○ If the child does not live with the Primary Account Holder, please provide the address in the available fields. • School • Grade (<i>for the 2025-26 school year</i>) <ul style="list-style-type: none"> ○ If your child(ren) participated in an EXCEL Before and After Program in 2024-2025, their grade field will be populated with the grade they will be in when the 2025-2026 program starts in September and cannot be changed. ○ If your child’s grade is incorrect, please continue completing the application, if possible, and contact the EXCEL Office (902-464-2000 ext. 2787 or excelregistrar@hrce.ca) so the error can be corrected afterwards. • Does your child have an EPA at school? (<i>yes or no</i>) <ul style="list-style-type: none"> ○ If yes, what does the EPA help them with? (<i>optional</i>) <p>Click on [Add/Review Emergency Contacts] to continue.</p>
<ul style="list-style-type: none"> • Emergency Contacts <ul style="list-style-type: none"> ○ Must provide at least one emergency contact ○ This individual will automatically be authorized for pick up ○ Emergency contact cannot be Parent/Guardian 1 or 2 	<ul style="list-style-type: none"> • Name (<i>Last Name/First Name</i>) • Relationship with Child • If the child lives with the Emergency Contact (<i>Checkbox</i>) • Phone Number

Category	Required Information
<ul style="list-style-type: none"> • Emergency Contacts <i>(continued)</i>... 	<ul style="list-style-type: none"> ○ Please provide at least one phone number at which the Parent/Guardian 1 can be reached • Phone Number <i>(continued)</i>... <ul style="list-style-type: none"> ○ Check the “Do not have Work Phone/Home/Cell Phone” box under the number field as applicable. • If you would like to change the [relationship], [lives with], [phone number(s)] of an existing contact, please enter the new information into the appropriate field(s). • If you wish to remove a person from your emergency contacts, click on [Remove this Contact]. You can then enter information for a new emergency contact. • You cannot reactivate a previously removed contact through the Parent Application. Please reenter their information or contact the EXCEL Before and After Program office for assistance. <p>Click on [Add/Review Authorized to Pick Up] to continue.</p>
<ul style="list-style-type: none"> • Authorized to Pick Up <i>(optional)</i> <ul style="list-style-type: none"> ○ You can enter up to 5 authorized individuals to pick up your child from the EXCEL Before and After Program. ○ Additional authorized pick-up contacts cannot be Parent/Guardian 1 or 2, or emergency contacts as their information has already been entered and they are already approved to pick up your child. 	<ul style="list-style-type: none"> • Name <i>(Last Name/First Name)</i> • Relationship with Child • If the child lives with the Emergency Contact <i>(Checkbox)</i> • Phone Number <ul style="list-style-type: none"> ○ Please provide at least one phone number at which the Parent/Guardian 1 can be reached ○ Check the “Do not have Work Phone/Home/Cell Phone” box under the number field as applicable. • If you would like to change the [relationship], [lives with], [phone number(s)] of an existing contact, please enter the new information into the appropriate field(s). • If you wish to remove a person from your authorized pick-up contacts, click on [Remove this Contact]. You can then enter information for a new authorized pick-up contact or skip the section. • You cannot reactivate a previously removed contact through the Parent Application. Please reenter their information or contact the EXCEL Before and After Program office for assistance. <p>Click [Enter Medical Information] to continue.</p>

Category	Required Information
<ul style="list-style-type: none"> • <u>Child's Medical Information</u> 	<ul style="list-style-type: none"> • Check the <i>Yes</i> or <i>No</i> boxes to indicate if your child has: <ul style="list-style-type: none"> ○ Does your child have any serious or life-threatening allergies? ○ Does your child have a disability or disorder? ○ Do you anticipate your child requiring additional support/accommodations to participate in group programming? ○ Does your child have any medical concerns/conditions? ○ Does your child take Medication? • If you check yes to any of the above questions, you will be asked to provide a brief description. <p>Click [Enroll Child] to continue.</p>
<ul style="list-style-type: none"> • <u>Enroll Child</u> 	<ul style="list-style-type: none"> • Until the program begins in September, the expected start date will be the first day of school. • The start date will be populated with September 4, 2025. The first day of school, however, will not be confirmed until the 2025-2026 School Calendar has been published. Registration during the period leading up to the beginning of the program is intended for children starting the EXCEL Before and After Program on the first day of school in September. • If registering after the beginning of the program in September, and space is available in the desired program (no waitlist), the preferred start date must be within two weeks of the date of submission of your application. • If you would like your child(ren) to start the program after the two-week period, you will be billed for the days/month(s) of service leading up to that start date to reserve your place in the program. • A list of activities will then be shown for which the child is eligible for enrollment. Carefully select all desired activities.² <p>Click on [Save Enrollment] to continue. You can then add/enroll another child by following the steps above or scroll down and click on [Continue to Terms and Conditions] to continue.</p>

Category	Required Information
<ul style="list-style-type: none"> • <u>Terms and Conditions</u> 	<ul style="list-style-type: none"> • For all children you are registering, check Yes or No and initial each release/waiver. Checking “No” does not stop you from continuing. • Please review the 2025-2026 EXCEL Before and After Program policies, procedures, and additional program information available via our website at: https://www.hrce.ca/families/general-information/excel . You will be required to initial that you have read the above program information
<ul style="list-style-type: none"> • <u>Submitting Application and Follow Up</u> 	<ul style="list-style-type: none"> • Click on [Proceed to Next Step] to continue. • Click on [Submit Application]. • You should receive a message indicating that: “Registration submitted successfully” and see your child(ren)’s enrollment requests. • You can download the parent application details using the ‘Print’ option. • Please note: if you do not already have an account in EZChildTrack, you will not be able to access the Parent Portal until your child(ren) are enrolled in a program. • Click the red “power” button (top right-hand corner) or X to exit. • You should immediately receive a “Registration Submission Successful” or “Registration Submission Successful (Wait List)” email. Please check your junk/spam folders in case the emails do not get delivered to your Inbox. • If you do not receive a confirmation email, please contact the EXCEL Before and After Program Office by calling 902-464-2000 ext. 2787 to ensure that your application was received. • If you were waitlisted for one or more programs, you will be contacted if there is an opportunity for enrollment and the waitlists are monitored all throughout the year

We are here for you! Please contact the EXCEL Before and After Program Office should you have any additional questions about registration or our programs.

¹If anyone is prohibited from access to your child(ren) or there are other custody arrangements related to EXCEL Before and After Program (EBAP), you will be asked to provide a signed, stamped copy of the custody agreement upon approval of your application. This can be sent by email to excelregistrar@hrce.ca.

²Given the demand for the EXCEL Before and After Program (EBAP), it is critical that you enroll your child(ren) in the correct activities. If you wish to change your child’s enrollment, please contact the EXCEL Administration office (902-464-2000 ext. 2787) or excelregistrar@hrce.ca to request the change. The date and time of the change being made will become the new date and time for acceptance consideration.