



## Registration Information

Families have three options to register their child(ren) for Brevard After School Services!

### Option 1 - Online Registration:

1. Go to [www.brevardafterschool.com](http://www.brevardafterschool.com)
2. Select **Parent Account Management Portal**
  - a. EZ ChildTrack Parent Portal Quick Start Guide is available
  - b. Parent Portal link will allow access to the registration website
3. The Parent Portal main page has 3 options:
  - a. **Returning Parents Sign in** – Parent already has an Email and Password to sign in to their account
  - b. **Existing Parents Sign In** - If your child(ren) are currently attending a BAS Program or have attended in the past but you do not yet have a password, you will click a link to receive a temporary password by email. Your email should already be set-up.
  - c. **New Parents Open Account** – have never had a child in our programs
4. Once you register, you may continue to enroll for the Summer-Full Time program for your child(ren). If you are looking for other options, please see your site coordinator.
5. Upon completion of online registration, you will need to print the 1) *BPS Opt Out/Photo Release* form and the 2) *Summer Camp Discipline and Toy Policy* form, found under **Parent Forms** on our website. Complete and submit to the Site Coordinator.
6. *Provide a current picture of your child(ren) to the Site Coordinator.*
7. Field trips and activities will be available for online registration beginning Monday, April 15th. Please remember: these field trips/activities must be paid at the time of registration and are **NON-REFUNDABLE!**

### Option 2 - Downloadable Forms:

1. Forms are available to download at [www.brevardafterschool.com](http://www.brevardafterschool.com)
2. Select **Parent Forms**
3. Download Registration, BPS Opt Out/Photo Release form and the Summer Discipline and Toy Policy form
  - a. Fill out completely, and submit to the Site Coordinator along with a current photo of each child

### Option 3 - On-site Registration:

Contact your Site Coordinator for forms and details.