



## 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 for the School Year 2019-20, you may continue to enroll for AM Only, PM Only, or AM/PM program for your child(ren). If you are looking for other options, please see your site coordinator. Upon submission of your application, you will receive an email stating that your application has been submitted for review. This email will be titled *"Application Submitted Successfully."* (Don't forget to check your spam and junk mail.) The review process may take up to 72 business hours. If there are questions or concerns related to your application, the site coordinator will contact you.
5. Upon approval of online registration/enrollment, you will receive an additional email, *"Brevard After School Reg./Enrollment Approval,"* stating that your enrollment has been approved. You will need to print the BPS Opt Out/Photo Release 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. You may also choose to upload photos to your parent portal account.

### 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 and BPS Opt Out/Photo Release forms
  - 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.