



## Registration for School Year 2023-2024 opens July 20, 2023.

Families will have the below options to register as soon as registration is available.

Please continue to check our website for updates

[www.brevardafterschool.com](http://www.brevardafterschool.com)

### 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 three options:
  - a. **Returning Parents Sign in** – Parent already has an Email and Password to sign into their account
  - b. **Existing Parents Sign In** - If your child(ren) is 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 2023-2024, 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."* (Do not forget to check your spam and junk mail.) The review process may take up to seventy-two 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 also need to print the BPS opt Out/Photo Release form **Parent Forms** on our website. Complete and submit this form along with a photo of your child to the Site Coordinator.

### Option 2 - Downloadable Forms for Paper Registration:



Please only use this option if you do not have access to a computer.

1. Forms will be available to download once online registration begins or you may contact the Site Coordinator to pick up a paper packet.
2. If downloading your forms, go to [www.brevardafterschool.com](http://www.brevardafterschool.com)
3. Select **Parent Forms**
4. Download Registration Form and the BPS opt Out/Photo Release form.
5. Complete and submit this form along with a photo of your child to the Site Coordinator by appointment.

Dear Families,

Many of you might want "Daily Drop-In" and see that it is NOT an option you can choose yourself. If you are registering online, just choose ANY program, then immediately email me and let me know that's what you want instead and I will change it ASAP. This is added as a safety feature. I check my emails every morning and again around 1:00.

forrester.brenda@brevardschools.org

-Ms. Brenda  
Program Coordinator  
Freedom 7

**Other reminders:**

This registration works best via a tablet OR a computer. The whole site may not load properly via phone.

What you will see on the BPS web page:



Brevard Public Schools

New Parent Portal App! Click here for instructions!  
You can now add the Parent Portal App for iPhone and Android mobile devices!

Parent Account Management Portal

How To: Parent Account Management Portal  
CLICK HERE FOR INTRUCTIONS

Parent Portal  
CLICK HERE FOR THE PARENT PORTAL

Statements and notices may come to your email address from EZChildTrack as well. This is how I often send things, so please remove this address from your junk recipients. Thank you!