



## **Welcome to Brevard Before & After School!**

Brevard Public Schools operates a Brevard Before & After School (BAS) Program in all 57 Brevard Public Elementary Schools.

Brevard Before & After School programs provide a safe and healthy environment beyond the school day that challenges and encourages children to participate in a variety of activities while being supervised by caring, qualified staff. Children have time to socialize with their peers, eat a healthy snack, join in organized games, partake in indoor and outdoor play activities, and choose from a variety of age appropriate materials. They are also provided an organized play space and space for homework time.

Quality out-of-school time focuses on the child's social and emotional needs as well as their physical development and offers the opportunity for fun, growth and learning.

### **Program operation days/times:**

Enrollment is open to children who are at least 5 years of age on/before September 1st and are enrolled in a Kindergarten or higher grade level at the same school. Our programs are open every day that school is in regular session. Most schools offer a morning program that opens at 6:30am. All our schools offer an afternoon program that closes at 6:00pm.

Our programs are closed on all non-school days.

Summer Camps operate at selected sites throughout the county. Enrollment is open to children who are at least 5 years of age and have completed Kindergarten through 6<sup>th</sup> Grade.

### **Snacks:**

An afternoon snack is provided daily with attention to nutrition. A list of weekly snack offerings shall be posted for parent information. Students may choose to bring a snack from home to meet dietary/health needs.

### **Sign-In and Sign-Out Procedures:**

The safety of children is the most important aspect of our care. Children must be signed in upon arrival and signed out upon departure by an authorized contact 18 years of age or older. A PIN will be assigned to each authorized contact for electronic signature purposes. Children are released ONLY to authorized contacts listed on the child's enrollment form. A valid photo ID is required to be available at sign-in and sign-out every day. The sign-in/out area of the programs should be respected as cell phone free zones. Cell phones calls may be made or completed outside of the program area.

### **Registration:**

The enrollment process for the 2023-2024 school year program will open on Thursday, July 20, 2023. The processing of enrollment applications is done in the order in which applications are received. ***Please allow three (3) business days from the date you submit your application for processing.*** If the program you are interested in is full, you will be automatically placed on a waiting list.

Please visit our website at [www.brevardafterschool.org](http://www.brevardafterschool.org) for further information. Everything you will need to enroll your child will be available on the website. Please contact your site coordinator if you have further questions regarding the program at your child's school. The 2023-2024 Fee Schedule is expected to be posted to this website by May 1, 2023.

For more assistance, please contact the Brevard Before & After School office at (321)633-3660 ext. 31469.

**Please see reverse side for registration information.**



## 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 program.
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:

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.

**Please see reverse side for program information.**