



## REGISTRATION PROCESS FOR SUNSHINE AFTER CARE 2026-2027 AT CATHOLIC SCHOOLS

### ST. DAVID & ST. JEROME CATHOLIC SCHOOLS

**\*\* REGISTRATION DATES: JUNE 26<sup>TH</sup> – JULY 31<sup>ST</sup> \*\***  
(to start on the first day of school)

*You can register your child to start Sunshine After Care any time during the school year.  
However, your child will only be accepted if there is space available.*

#### Step #1: REGISTER

- Go to Sunshine's parent portal system, EzChildTrack [www.ezchildtrack.com/sunshineasc/parent/](http://www.ezchildtrack.com/sunshineasc/parent/)
  - If you are a returning Sunshine registrant, please sign in.
  - If you are NEW to Sunshine, click "Register" under "Open Account" and follow the instructions to create your account.
- Select the program that you are registering for and begin the registration process.
- Make sure to have your child's Student ID number and the names and phone numbers for all persons who will be listed on your child's emergency/pick up list. If your child does NOT have a student ID number, please use your child's first and last name up to 10 characters.
- You will be able to enroll all children in your family on the same registration.
- In order to finalize your child's after care registration, your registration fee payment is required at the end of the registration.
- After your registration has been submitted and if you need to add/remove persons on your child's "Authorized Pick Up List", please call us at 954-236-8850 or email us at [administration@sunshinefl.com](mailto:administration@sunshinefl.com). For verification, make sure to have your family password listed on the registration.

#### Step #2: WAIT FOR ACCEPTANCE & APPROVAL EMAILS

- Please allow up to 5 business days for your registration to be reviewed and approved. If further information is needed, you will be contacted via email.
- Once approved, you will receive an approval email.

#### Step #3: MAKE A PAYMENT

- Once you have received your final approval, go to the EzChildTrack website, [www.ezchildtrack.com/sunshineasc/parent/](http://www.ezchildtrack.com/sunshineasc/parent/) and sign into your account (under the "SIGN IN" section) to make your registration fee payment. A receipt will be emailed to you each time a payment is made.
- Period #1 tuition WILL NOT reflect on your account until July 27<sup>th</sup>. If you are ready to make your payment prior to July 27<sup>th</sup>, under the "Payment & Statements" section, click on "pay now" and enter the amount that you would like to pay on "other amount". As of July 27<sup>th</sup>, your account will be invoiced for period #1 and the amount will appear under the balance owed section. Refer to your child's school payment schedule for tuition amount.
- **Payment schedules can be found on our website, [www.sunshinefl.com/schools-we-serve/](http://www.sunshinefl.com/schools-we-serve/).**
- ***In order to secure your child's spot, your registration fee payment is due within 24 hours of receipt of the approval email. Tuition for period #1 is due no later than July 27<sup>th</sup>. Failure to make the registration fee payment and period #1 payment on time, your student will be withdrawn and their after care spot will be forfeited. If you are enrolled in auto-pay, your payment will be processed on July 27<sup>th</sup>.***

#### Step #4: READY TO START SUNSHINE!

- Students that have been approved AND fully paid by July 27th can begin Sunshine After Care on the first day of school. An email with an approved start date along with important information pertaining to your child's school location will be sent by Friday, August 7<sup>th</sup>.
- ***Students registered AFTER August 1<sup>st</sup> will be placed on HOLD and may start Sunshine After Care on or after August 17<sup>th</sup> (IF SPACE IS AVAILABLE). If your child's school does not have space, your child will be placed on a Waiting List.***

*If you have any questions, contact us at (954) 236-8850 or email us at [info@sunshinefl.com](mailto:info@sunshinefl.com)*