



## REGISTRATION PROCESS FOR SUNSHINE AFTER CARE 2026-2027 AT BROWARD COUNTY SCHOOL LOCATIONS

*AFTER CARE: Bennett, Boulevard Heights, Broadview, Coconut Palm, Colbert, Coral Cove, Davie, Dolphin Bay, Driftwood, Embassy Creek, Fairway, Harbordale, Hollywood Park, Margate, North Andrews Gardens, Royal Palm, Sea Castle, Silver Lakes Elementary 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 [www.sunshinefl.com/schools-we-serve/](http://www.sunshinefl.com/schools-we-serve/) to begin your child's Sunshine After Care registration.
- Review the payment schedule for your child's school location and click on the red "REGISTER HERE" button. It will then transfer you to The School Board of Broward County's registration portal. Select your child's home school and complete the registration. *If you receive an "error" message when entering your child's student id number, please go back and select that you DO NOT have your child's student id number.*
- You will receive an email from BASCCSunshine@browardschools.com once your child's registration has been submitted. Do not reply to this email as it is an automated email and is not monitored.

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

- ***Sunshine will then review your registration and will "ACCEPT" it within 3 business days – acceptance notice will be sent via email from "Broward Schools". Due to high volume of registrations, it may take longer than 3 days.*** If your child's registration cannot be accepted because it requires additional information/documents, you will be emailed or called. If you are requested to complete a Medication Request Form, it can be found on our website, [www.sunshinefl.com](http://www.sunshinefl.com). Please email completed form to [info@sunshinefl.com](mailto:info@sunshinefl.com), make sure to include your child's full name and school location.
- Upon receipt of your "Broward Schools" acceptance email, Sunshine will enroll your child in "EzChildTrack". EzChildTrack is our SECURE online parent portal for you to make payments, enroll in autopay, print/view statements, invoices, receipts, year-end tax statements and register your child for future Teacher Planning Day Camps, Holiday Camps and Winter/Spring Camps. ***Once your child is enrolled in EzChildTrack, you will receive an "APPROVAL" email from Sunshine approving your child's enrollment.***
- If you currently DO NOT have an EzChildTrack account, you will also receive an email with a temporary password to sign into your account (use the BLUE sign-in section using the primary account holder's email and your temporary password).

### 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/). To view your rate per period, click on "VIEW/ENROLL" on your EzChildTrack account.
- ***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 autopay, 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)*