

Before and Aftercare Web-based Application Instructions

1. Parents/Guardians **MUST** read the Parent Handbook **BEFORE** applying for Before and/or Aftercare.
2. You **MUST** use Google Chrome  to complete the application.
3. You **MUST** have an actively monitored email account.
4. Go to www.browardschools.com/bascc
5. On the left-hand side select **Online Registration**
6. Follow the steps listed.
7. Where it says, "**Who is the provider at my school?**" select *Cooper City Elementary* from the drop-down menu and click submit.
8. Click the icon that says "**Click here to register**"
9. Registering Parent/Guardian Login—Account Name: **web** Password: (leave blank)
10. 2nd Parent/Guardian contact Ms. Brittany or Mr. Darrel for Login
754-323-5243
11. Keep track of your Application number (you will need this to update information)
12. Complete one form for each child.
13. You can print or save your forms as a PDF.
14. You will receive an email once the form is completed. If you do not receive this email, then you must log back in and complete the form.
15. The system **automatically deletes all incomplete forms** at the end of each night.
16. Once your application is completed you will receive an email within 3 business days with that status of your application.