# SBO Parent/Guardian Application Instructions
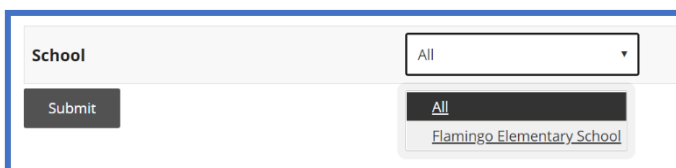
Before you begin:

- Parents must register online
- Google Chrome is required
- Incomplete applications are deleted daily at midnight
- Parents must use 10-digit FSI number (ex: 0610000000)
- You must do a new application even if the student went to the childcare program the previous year.
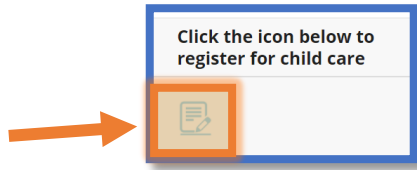
Instructions:

1) Open Google Chrome (must use this browser)

2) Go to www.basccbroward.com

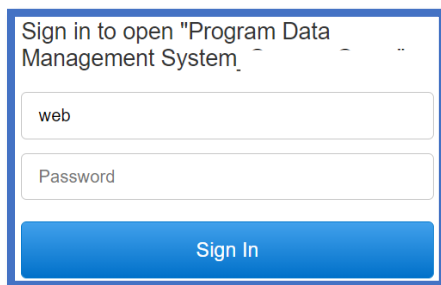3) Select "Online Application"
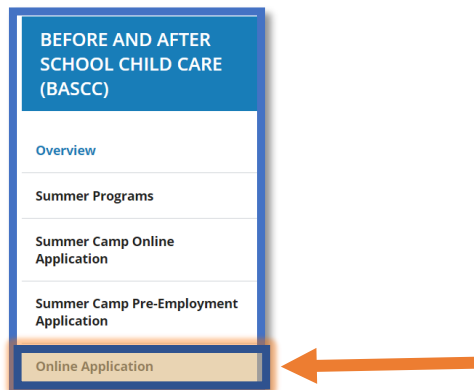
4) Select your child's school

5) Click the icon to go to application site

Click the icon below to register for child care
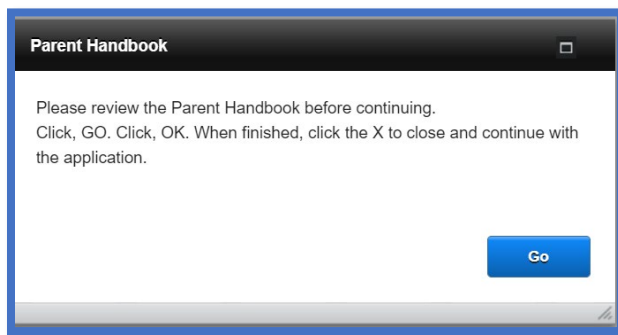
6) Parent/Guardian login
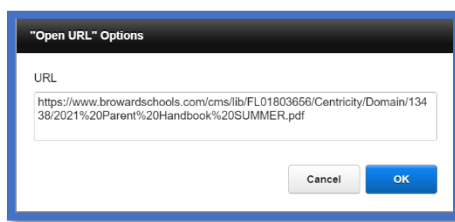   - Login name: web
   - Password: **LEAVE IT BLANK (no password is required)**

Sign in to open "Program Data Management System_ ~ ~ ~ "

web

Password

Sign In

7) Read through the pop-up window and select "Go"

Parent Handbook

Please review the Parent Handbook before continuing.
Click, GO. Click, OK. When finished, click the X to close and continue with the application.
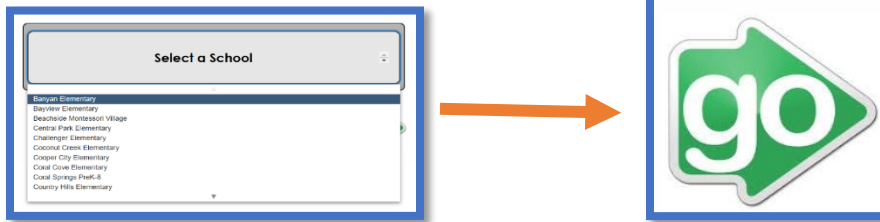
Go

8) Read through the pop-up window and select "OK". This will open the parent handbook in a separate pop-up window. Save, print or read through it, then continue.

"Open URL" Options

URL

https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13438/2021%20Parent%20Handbook%20SUMMER.pdf
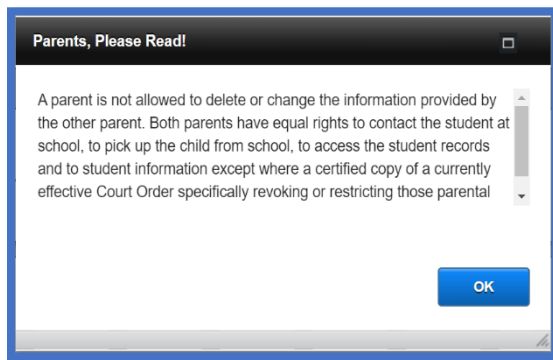
Cancel   OK

9) Click "Select a School" button and choose your school. Next, select the green "go" button.

10) Select "Registering Parent/Guardian (New Application)– Click Here"

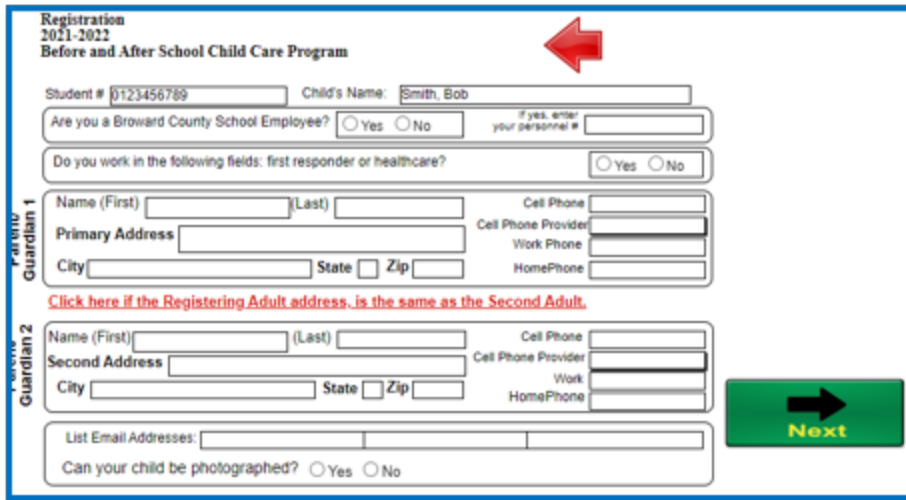11) Read through the pop-up window and select "OK"

12) Enter student information on all fields. If you don't have a student number, please contact the site supervisor.

13) Fill out all the fields then select "Next"

14) Fill out all the fields then select "Next"

15) Fill out the fields then select "Next"
- If any options are "Yes", parent/guardian must add information in pop window (see Figure A)

Figure A

16) Fill out all the fields then select "Next".
- Email verification and Signature (Print Name) must be filled out.
- Must have at least one other authorized release/contact in addition to the parents/guardians.
    - If you do not have an alternative pickup, please add Broward Sheriff's Office (BSO).

17) Fill out all the fields then select "Next". All the pink fields are required.

18) Checkmark a selection in each section.
- Choice 1 will be the default if a selection is not made.

19) Select "Complete Application"

20) Read pop-up then select "Go". Write down your application number.
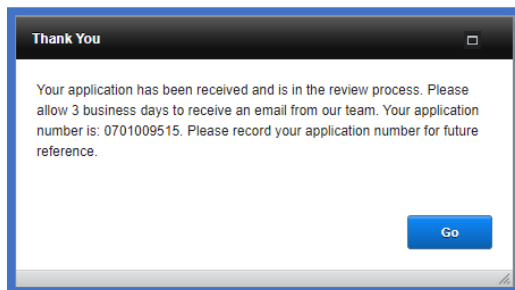
21) The parent/guardian can download a pdf copy of the student application to their electronic device.

22) The email address used for the application will receive a confirmation of submission.
- A site supervisor will send a second email confirming enrollment or waitlist in the program

Important Reminders:

- Ensure you provide a monitored email address. Updates and communication regarding your child's application to the program will arrive via email.

- Initialing all the items on the last page of the registration form acknowledges you have read and agree to the items in the Parent Handbook.

- Sign the page by typing your first and last name where indicated.

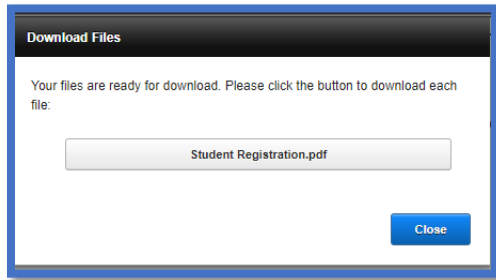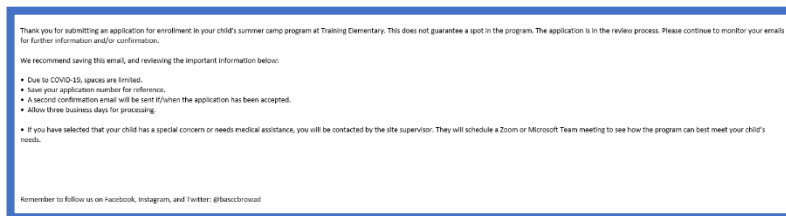- You will receive an email within three business days from your program's childcare supervisor, informing you if your child had been accepted into the program or placed on the waitlist.

- All communication will include your application number. Please make a note of it.

- If you are accepted, you will need to make your payment in the e-Store.

- If your child is put on a waitlist, the supervisor will contact you when space becomes available.

- If you have any questions, please contact your school and speak with the childcare supervisor.