

Falcon Cove Middle School
Cove Academy: Before and After School Child Care Program
Registration Guidelines

To register one child:

1. Click on "New Application."
2. Fill in all necessary information
3. Click anywhere on open white space to save the information
4. Ask for the Supervisor to come review your forms. If everything is correct, the Supervisor will print the form and submit it.
5. You will then be asked to proceed to the Payment Center.

If you are registering more than one child:

1. Click on "New Application."
2. Fill in all necessary information
3. Click anywhere on open white space to save the information
4. Ask for the Supervisor to come review your forms.
5. Click on "Add Siblings." Complete steps 2 through 4 above. Another child? Follow steps 2 through 4 above. **Be sure to click on the white space to save the information.**
6. When you are done registering all of your children, the Supervisor will print the form and submit it.
7. You will then be asked to proceed to the Payment Center.

To make payments:

- First payment must be made in **at time of resgistration.**
- There is a \$30.00 registration fee **per family.**
- Payment for each period is \$100.00 for AM care; \$105.00 for PM care; \$205.00 for BOTH AM and PM care, plus a \$10 activity fee for PM.(There are 10 payments in a year.)
- Multi-Child Discount: If you have more than one child attending the program, you qualify for a 5% discount for each additional sibling.
- School Board Employee: If the mother or father is employed by the School Board of Broward County, you are entitled to a 5% discount, **PM only.**

Please note:

Families may qualify for only one discount. Discounts do not apply to Partial Fee Waivers. Please make sure that you have read the Parent Handbook, sign the acknowledgement form, and receive a Payment Fee magnet for each registered family before leaving today.

On behalf of Falcon Cove Middle School, and the entire Cove Academy: Before and After School Child Care Program, we thank you for trusting us with your child and look forward to a year of fun and learning.