

Sunshine is pleased to introduce **EZChildTrack “Parent Portal”**, a SECURE online interface for parents to: *Register children for Before/After Care, Spring/Summer/Winter Camp and No School Days. Manage child and parents information, Enroll in activities (such as super field trips, kickball, etc.), Make payments and enroll in autopay, View/Print account transactions, statements, invoices and Receipts, Print year-end tax statements*

For families who DO NOT have an EZ Child Track Parent Portal:

1. Go to <https://www.ezchildtrack.com/sunshineasc/parent/>
2. Click the “Register” button under the “OPEN ACCOUNT – NEW PARENTS” section.
3. Under the registration section, choose the program you are registering for (see chart below).
4. Follow the prompts and complete your online registration.
5. You must register via a desktop computer, laptop or desktop version on a mobile device.

Program selections for Sunshine Before/After Care - School Year 2023-2024	
“School Year 23/24 – Elementary & Middle Schools”	Select this option for the following locations: After Care at Blvd Heights, Coconut Palm, Coral Cove, Dolphin Bay, Driftwood, Embassy Creek, Gulfstream Academy, Harbordale, Margate, North Andrews Gardens, Panther Run, Sea Castle & Silver Lakes Elementary Schools. Before & After Care at Walter C Young Middle School
“School Year 23/24 – CSC Grant Funded Locations”	Select this option for the following locations: After Care at Bennett, Broadview, Colbert Davie, Endeavour, Fairway & Royal Palm Elementary Schools
“School Year 23/24 – Catholic Schools”	Select this option for the following locations: After Care at St. David and St. Jerome Catholic Schools
“School Year 23/24 – City Programs”	Select this option for the following locations: After Care at Pine Island (Sunshine Pick Up from Fox Trail & Silver Ridge)

For families who HAVE an EZ Child Track Parent Portal:

1. Go to <https://www.ezchildtrack.com/sunshineasc/parent/>
2. Type in the primary account holder’s email address along with your password under the “SIGN IN” section. If you forgot your password, click “forgot password”.
3. Under the registration section, choose the program you are registering for (see chart below).
4. Follow the prompts and complete your online registration.
5. You must register via a desktop computer, laptop or desktop version on a mobile device.

Program selections for Sunshine Before/After Care - School Year 2023-2024	
“School Year 23/24 – Elementary & Middle Schools”	Select this option for the following locations: After Care at Blvd Heights, Coconut Palm, Coral Cove, Dolphin Bay, Driftwood, Embassy Creek, Gulfstream Academy, Harbordale, Margate, North Andrews Gardens, Panther Run, Sea Castle & Silver Lakes Elementary Schools. Before & After Care at Walter C Young Middle School
“School Year 23/24 – CSC Grant Funded Locations”	Select this option for the following locations: After Care at Bennett, Broadview, Colbert Davie, Endeavour, Fairway & Royal Palm Elementary Schools
“School Year 23/24 – Catholic Schools”	Select this option for the following locations: After Care at St. David and St. Jerome Catholic Schools
“School Year 23/24 – City Programs”	Select this option for the following locations: After Care at Pine Island (Sunshine Pick Up from Fox Trail & Silver Ridge)

Below are the next steps that will take place once your child’s registrations is submitted:

- Please allow 1 – 3 business days for your registration to be reviewed and approved.
- Once approved, you will receive an approval email. If further information is needed, you will be contacted.
- You can review your current balance, make payments and enroll in autopay, as well as many other features by accessing your secure “Parent Portal at <https://www.ezchildtrack.com/sunshineasc/parent/>. Period #1 will be posted to your account by August 10th.
- Important information pertaining to your child’s site will be emailed to you by August 18th.

If you are unable to log into your parent portal, please see below on some helpful tips:

- **INVALID EMAIL ADDRESS?** The email to log in to your parent portal is the primary email address.
- **NO EMAIL FOUND?** If email is not found, make sure that the primary email address was used or your account is not activated. If you have not activated your parent portal, activate your portal by going to the “Sign Up” section on the portal. You will then receive an email with further instructions for account activation.
- **INVALID PASSWORD?** If you have forgotten your password, click on “Forgot Password”. An email will be sent to you to reset.
- **NOT RECEIVING EMAILS?** Please check your spam/junk email folder.