

## How to Register for AVA Before/After-Care 2017/18

Registration and attendance at AVA Before/After-Care is a two-step process. First, complete the online registration paperwork. This is all the information we are required to collect to be licensed under the Colorado Department of Human Services. To complete this paperwork, follow these steps:

1. Go to <https://asperview.revtrak.net>. Log in with your RevTrak account.
2. Use the arrows to scroll through to “School Age Child Care,” and select the “click here” box to enter.
3. On the left-hand side of the page, make sure that “AVA Child Care” is selected under the Programs menu.
4. Click on the link to Before/After-Care under AVA Child Care on the main part of the screen.
5. Click on the “AVA Child Care” class for the current year and select the option to register for this class on the next page.
6. Select the name of your first, or only, child on the next page to register them. If your child’s name does not appear there, please select to add a new person. Verify the information and click continue.
7. From the rate drop-down menu, select “Child Care Fees,” and then click an option for Attend AM/none, and Attend PM/none.
8. Fill out the questionnaire that follows.
9. Click “continue to shop” if you have more than one child; otherwise, select “Checkout.”
10. Follow the steps through to pay the registration fee and complete your registration. You will know you have finished when you see a sales receipt page.

Secondly, each month parents fill out a monthly attendance calendar. These calendars are how you tell us which sessions your child(ren) will need to come to before- and/or after-care. These can be scanned/e-mailed back to the director, or you may turn in physical copies to either the AVA front office staff, or to Before-/After-Care staff. To find the most current calendars, [click here](#).