New Family Registration

(First time family/child(ren) have attended an East Hill Weekday Program)

In the case of a split family, please coordinate submitting only <u>one</u> registration per child in an effort to avoid duplicate registrations.

1. Please open and read through the following documents:
    a. SDC Parent Handbook
    b. Know Your Child Care Facility
    c. SDC Calendar
2. Copy and paste this link into your web browser:
- https://bit.ly/3TLMkZQ
- DO NOT CLICK THE LINK PLEASE
3. Enter your email address and choose "Go."
4. Enter the confirmation code sent to your email, choose a password, and click "Go."
5. Select the school: "East Hill Baptist Weekday Children's Ministries"
6. Begin Registration.
7. Please follow the prompts and complete the forms.

    a. Please provide address and contact information for all legal guardians. Additionally, contact information for at least <u>two local emergency contacts is required</u>. You may also include people approved to pick up your child(ren).
    b. Please make sure to include the carrier of your cell phone number in order for program alerts to be sent via text. Standard rates may apply.
    c. Add all children from your family that you would like to register for SDC 2024.
    d. In the event of a split family which provides payment for the child(ren)'s tuition from multiple payers, please contact our office to create a split account. Thank you!

8. A follow-up email will be sent to request auto-payment information (please allow up to 5 business days). Once auto-pay info has been received, the registration fee will be charged and we will send an email to confirm enrollment and to provide instructions regarding how to obtain your child(ren)'s "On The Throne" 2024 SDC camper packet.

Current/Returning Family Registration

If you are a returning family but have a new child you would like to register for our program (that has not attended previously), please give us a call and we will assist you with that process before initiating registration.

1. Please open and read through the following documents:
    a. SDC Parent Handbook
    b. Know Your Child Care Facility
    c. SDC Calendar

2. Visit www.myprocare.com

3. Enter your email address (the email you have on file with East Hill Baptist Weekday Children's Ministries) and choose "Go."

4. Enter the confirmation code sent to your email, choose a password, and press "Go."

5. Select the school: "East Hill Baptist Weekday Children's Ministries"

6. Please view the available registrations.

7. Begin Re-registration.

8. Of the registration options available, please select "Summer Day Camp 2024."

9. Select "Review Child Information"

10. Please follow the prompts and complete the forms.

    a. Please provide address and contact information for all legal guardians. Additionally, contact information for at least two local emergency contacts is required. You may also include people approved to pick up your child(ren).

    b. During the "Child Relationships" step, the second payer's information will not be able to receive edits. Please contact us if edits are needed, such as an updated phone number, address, etc.

    c. Please make sure to include the carrier of your cell phone number in order for program alerts to be sent via text. Standard rates may apply.

11. A follow-up email will be sent to request auto-payment information (please allow up to 5 business days). Once auto-pay info has been received, or if we already have up-to-date auto-payment information, the registration fee will be charged and we will send an email to confirm enrollment and to provide instructions regarding how to obtain your child(ren)'s "On The Throne" 2024 SDC camper packet.