

# HOW TO REGISTER

## **NEW FAMILY REGISTRATION**

**(HAS NEVER ATTENDED AN EAST HILL PROGRAM BEFORE)**

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

1. Please open and read through the following documents:
  - a. BASP Parent Handbook
  - b. Know Your Child Care Facility
  - c. Distracted Adult Brochure
  - d. Influenza Virus Brochure
  - e. Payment Calendar and Rates
2. Copy and paste this link into your web browser:
  - <https://www.myprocare.com/Default/Index?aWtuPTkoMDI5MzM2MDImc2NoSWQ9MQ==>
3. Enter your email address and choose “Go.”
4. Enter the confirmation code sent to your email, choose a password, and press “Go.”
5. Begin Registration.
6. 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. 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 BASP 2023-2024.
  - 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!
7. A follow-up email will be sent in 3-5 business days to request auto-payment information. Once auto-pay info has been received, we will charge the registration fee and send an email to confirm enrollment.

# HOW TO REGISTER

## RETURNING FAMILY REGISTRATION

**(HAS REGISTERED A CHILD TO ATTEND AN EAST HILL PROGRAM ANYTIME AFTER 2015)**

**\*\*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. BASP Parent Handbook
  - b. Know Your Child Care Facility
  - c. Distracted Adult Brochure
  - d. Influenza Virus Brochure
  - e. Payment Calendar and Rates
2. Visit [www.myprocare.com](http://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. Please view the available registrations.
6. Begin Re-registration.
7. Of the registration options available, please select "Before/After School Program 2023-2024."
8. Select "Review Child Information"
9. 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.
10. A follow-up email will be sent in 3-5 business days to request auto-payment information. Once auto-pay info has been received, we will auto-charge the registration fee (unless your child(ren) attended SDC 2023) and send an email to confirm enrollment..