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?aWtuPTk0MDI5MzM2MDImc2NoSWQ9MQ==

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.

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.

Returning Family Registration

(Has registered a child to attend an East Hill Program any time 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

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 2024-2025."

8. Select "Review Child Information"

9. Please follow the prompts and complete the forms and submit your registration fee as part of submitting registration.

10.   A follow-up email will be sent in 3-5 business days to request or confirm current auto-payment information. Once auto-pay info has been received, we will send an email to confirm enrollment.

Payment Policies and Procedures

Acceptable Payment Types

- Auto-Draft Payments
  - Parents and guardians are required to provide auto draft payment information. B/ASP tuition will be charged automatically on scheduled due dates.
  - If an auto-payment method is denied, the parent and guardian will be required to provide an updated payment method for auto-draft.
  - Card (Visa, Amex, Mastercard) or ACH (Checking or Savings) are the three options for auto-payment.

We will accept checks and/or money orders prior to the tuition due dates. If the account is not settled by the tuition due date, our automatic billing will process the balance.