

REGISTRATION INSTRUCTIONS

East Hill Baptist Weekday: Before/After-School 2022-2023

Please follow these steps to register your child(ren) for our 2022-2023 Before/After-School Program (B/ASP). Thank you for your patience as we introduce this registration process, and please feel free to reach out with any questions that may arise.

MY PROCARE

My Procure is an online form we will be using for registration this year. The website and account portal will allow all parents and guardians access to pertinent information regarding your child's enrollment, as well as access to account summaries for your child(ren)'s participation in our programs.

To begin, please understand that there are two different options: new family registration and returning family registration. If the child you are registering or one of your children have attended an East Hill program in the last 5 years, you qualify as a returning family. If you are a returning family, you will already have a My Procure account through the email given to us upon your most recent registration paperwork.

If you are brand new to our program - welcome! - you qualify as a new family.

NEW FAMILY REGISTRATION

New Family Registration Form:

<https://www.myprocare.com/Default/Index?aWtuPTk0MDI5MzM2MDIImc2NoSWQ9MQ==>

****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. B/ASP Parent Handbook
 - b. Know Your Child Care Facility
 - c. B/ASP Calendar & Important Dates
2. Follow the link above.
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 B/ASP 2022-23.

- 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!

CONGRATULATIONS ON COMPLETING REGISTRATION!

A follow-up email will be sent in 3-5 business days to confirm enrollment and to provide updated payment instructions.

RETURNING FAMILY RE-REGISTRATION

Returning Family "Re-registration" Form: <https://www.myprocare.com/>

**** 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. B/ASP Parent Handbook
 - b. Know Your Child Care Facility
 - c. B/ASP Calendar & Important Dates
2. Follow the link above.
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 and After School 22-23."
8. Select "Review Child Information"
9. Please follow the prompts and complete the forms.
 - e. 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).
 - i. 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.
 - f. 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.

CONGRATULATIONS ON COMPLETING REGISTRATION!

A follow-up email will be sent in 3-5 business days to confirm enrollment and to provide updated payment instructions.