

# REGISTRATION INSTRUCTIONS

## EAST HILL BAPTIST PRESCHOOL

### 2023-2024

*Please follow these steps to register your child for our 2023-2024 preschool year. 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 in our program.

To begin, please understand that there are two different options: new family registration and current family registration. If the child you are registering or one of your children have attended East Hill in the last 5 years, you qualify as a current 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.myprocure.com/Default/Index?aWtuPTk0MDI5MzM2MDImc2NoSWQ9MQ==>

**\*\*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. Preschool Parent Handbook
  - b. Discipline Procedures and Policies
  - c. Know Your Child Care Facility
  - d. Payment Information
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.
- d. If you have any questions at all regarding registration for children within a split family, please give us a call and we can assist with those instructions. Thank you!

**Congratulations on completing registration!**

You will be notified about the registration and supply fees after enrollment is approved. Registration payment will be required within 72 hours of the approved enrollment.

## **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.**\*\***

1. Please open and read through the following documents:
  - a. Preschool Parent Handbook
  - b. Discipline Procedures and Policies
  - c. Know Your Child Care Facility
  - d. Payment Information
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 “Preschool 2023-2024.”
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!**

You will be notified about the registration and supply fees after enrollment is approved. Registration payment will be required within 72 hours of the approved enrollment.