

ONLINE REGISTRATION INSTRUCTIONS FOR CURRENTLY ENROLLED AND NEW FAMILIES

We are pleased to offer **MyProcare**, a free online portal for you to register for classes and camps, access account information, and easily pay tuition. MyProcare is safe, secure and convenient.

CURRENTLY ENROLLED FAMILIES, follow the steps below to access your MyProcare account, verify student information, register for classes and camps, and view your account balance.

1. Go to [MyProcare.com](https://www.myprocare.com).
2. Enter your email address (the email you have on file with us) and choose **Go**.
3. Enter the confirmation number sent to your email, choose a password, and press **Go**.
4. Then you may:
 - a. View/update your child's account information. *Note, for security purposes changes to your child's emergency contact/pick up list cannot be made online and must be made by contacting the preschool office.*
 - b. Use the **Pay** button to make a payment with your credit card (transaction fee applies) Note, as always, you continue to have the option to pay by ACH, check or cash.
5. You may also register for Summer Camp and register additional children in your family for the 2020-2021 school year. *Note, if you have an additional child you want to register, you must notify us first so we can add that child to your account before you begin the registration process.*

NEW FAMILIES, please follow the steps below to begin the registration process.

1. Go to <https://www.myprocare.com/Default/Index?aWtuPTUxNDUwNTMyNDEmc2NoSWQ9MQ==>
2. Enter your email address and choose **Go**. You will receive a confirmation number within a few minutes.
3. Enter the confirmation number sent to your email and choose **Go**.
4. Complete the registration forms and submit.
5. You will receive an email from MyProcare summarizing the information you submitted and confirming your request to register.
6. Once the preschool receives your request to register, we will email you an invoice for the registration fee. You are expected to pay the registration fee at that time in order to secure your child's spot in the class. ***Please note, your child is not considered enrolled in our program until the registration fee is paid.***