

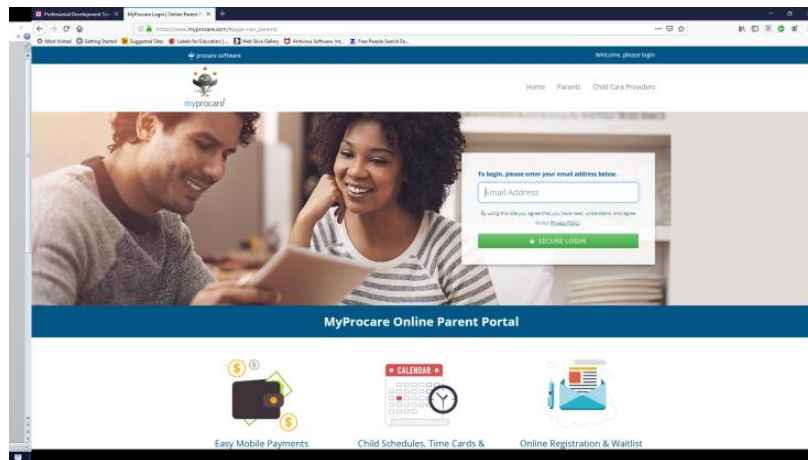
**Valley
Christian School**
My ProCare. Com Enrollment Help Sheet

Instructions for completing the online enrollment for your children through My ProCare:

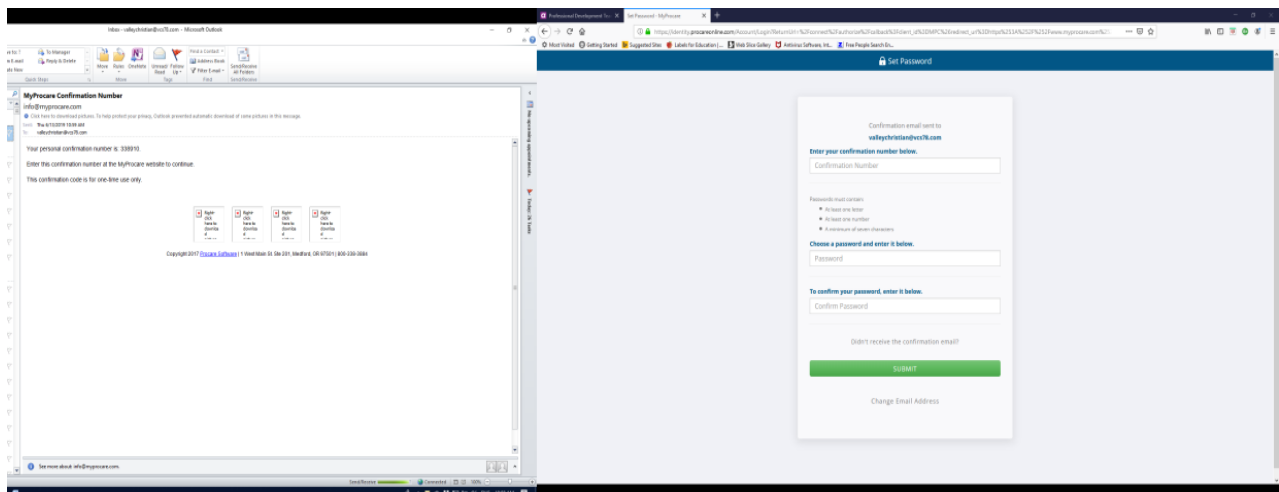
If you already have an account you can just register your child.

You can add “pick up” people here and change emergency pickup anytime you need to throughout the year. You may also make online payments. Please go to www.myprocare.com

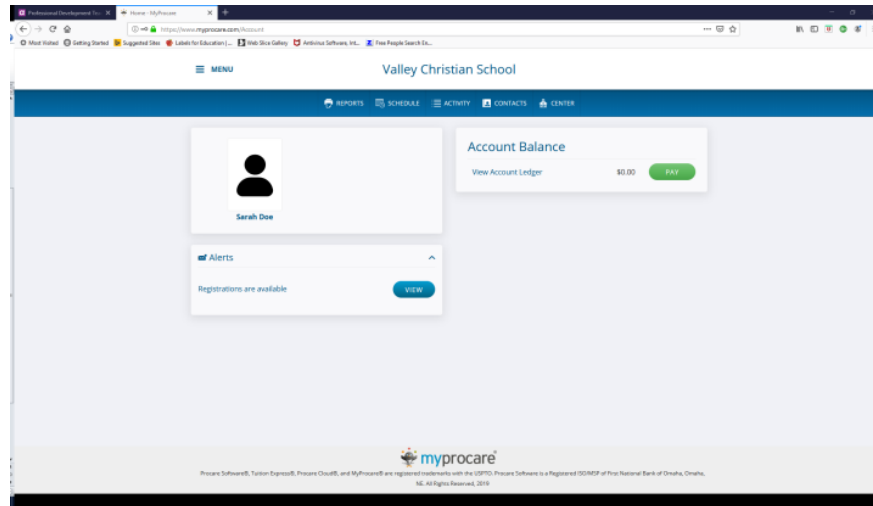
1. Enter your email address then follow the prompts on the screen to set up your account.



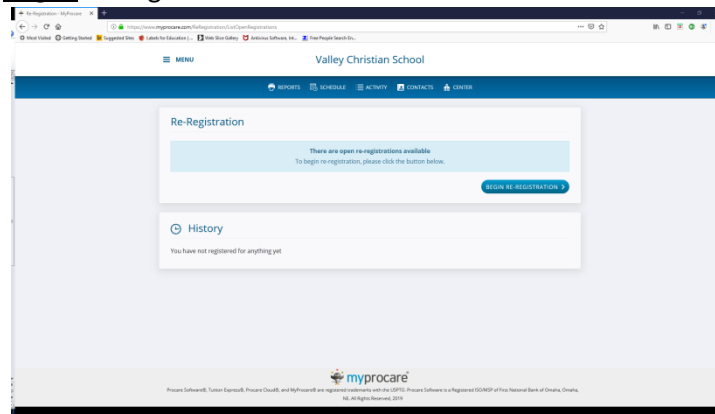
2. You will receive an email from info@myprocare that will contain a personal confirmation number. Enter the confirmation code in the box on Myprocare.com then create your password.



- Next, it will take you to the following screen, it will show the child(ren) you have pre-registered for the 2024-2025 school year.



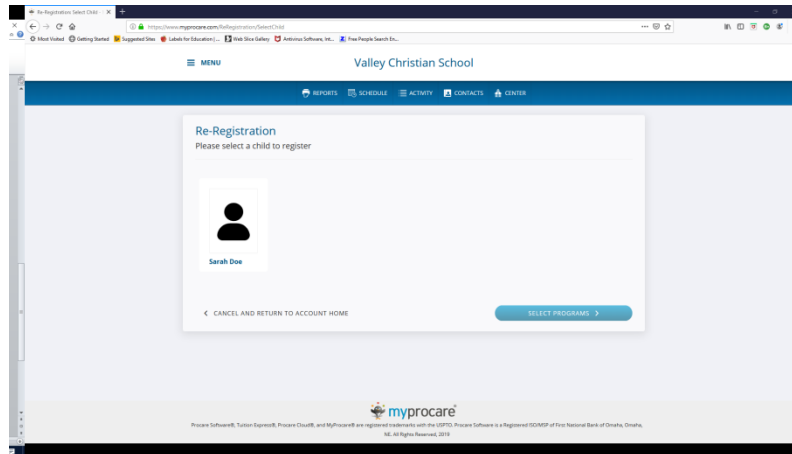
- In the box with the Alerts it will say Registrations are available – Click **View**, it will take you to this screen, then click on **Begin** Re-Registration.



- Once you click on the Re-Registration you will be able to select the child to register. You will have to do this for each child in the family. Once you select the child, you need to select the program they will be attending. The options are, Preschool 3-day and Preschool 5-day, Prekindergarten, Elementary, Home School Strings, Home School Choir. The questions are asked of each child, then at the end you will have questions for the entire account and then you will be finished. If a question, regarding your child does not apply please put N/A. If you are unable to move onto the next set of questions then you have left one blank. All questions with the Astric sign must have an answer before you can move on.

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6. Under relationships, please add the child's doctor and dentist. Click on add new and then put in the doctor's information, then click add new relationship and add the dentist's information. Please also make sure to add all the people you plan to have pick up and drop off your child. List one or two people we can contact in case of an emergency in the event we can't reach mom or dad.

Relationships:

Name	Relationship	Lives with	Emergency	Pickup
Ellen Doe	Mom	☒	☒	☒
+ Add new relationship				

7. Below is how it will look once you add a new relationship.

Relationships:

Name	Relationship	Lives with	Emergency	Pickup
Ellen Doe	Mom	☒	☒	☒
 Pediatric Dentistry	Dentist	☐	☐	☐
+ Add new relationship				