



VIP Child Development Center

1851 Hooper Ave Toms River, NJ 08753

732-255-2500/Fax 732-255-1395

Hi Families!

The family engagement app we use at VIP Daycare is Procare, in this letter it will give you information on what Procare has to offer and how to use it. If you have any further questions let us know!

Some features Procare offers:

- \* Sign-in/Sign-out
- \* Billing (check monthly statements)
- \* Online payments (one time and recurring)
- \* Daily Reports
- \* Parent access to change contact/pick-up information
- \* Parents can upload important documents to child account (ex: universal health record/vaccine record)
- \* Calendar to check upcoming events
- \* Messaging from administration

### How to Sign up for Procare?

Check for an email or text for Procare invite and follow instructions

- \* Download Procare app or sign up on Web
- \* Choose **Sign up**, then **Parent**
- \* Click **“Add Child”** and enter code from email/text

### HOW TO:

#### Procare App/Procare Online

- \* Checking your child in and out everyday & completing daily health check
  - o Option 1: Go on Procare app to sign your child in and out




Fill out "Automated Payment Processing" form  
Put preferred payment CREDIT CARD or BANK ACCOUNT  
("Automated Payment Processing" form will be attached to this & emailed)  
Give back "Automated Payment Processing" form to us so we can process information

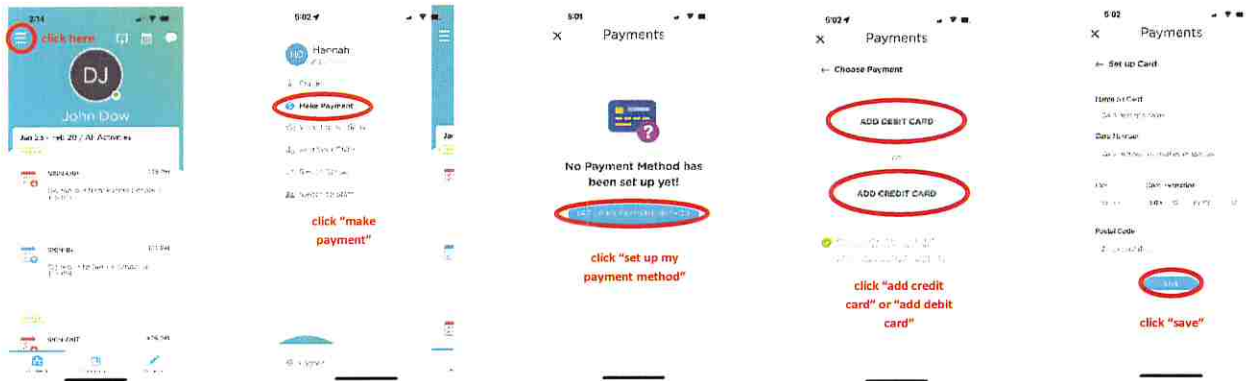
## Set up Online Payments (One-Time)

### Option 1

Log onto Procare app

Click the  icon at the top left corner

Go to make payment, set up payment method and make payment



### Option 2

Log onto <https://schools.procareconnect.com/login>

Click PAY NOW at the top right corner

Then you can make a payment



click "sign in/out"



- Option 2: Scan QR code in classroom to sign your child in and out & complete daily health check



- Option 3: Use iPad in classroom, enter your pin to sign your child in and out
  - Your pin is on profile in procare



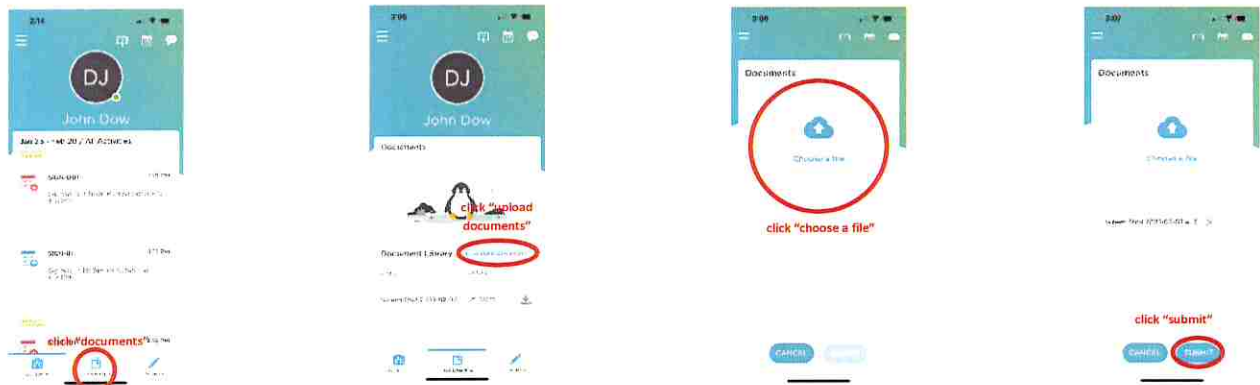
\* Check daily reports

- Daily reports will be emailed daily
- Daily reports can be viewed on Procare app as well



DAILY REPORT

\* Upload documents (ex: universal health record, vaccine record, etc...)



\* Check calendar for upcoming events



## PAYMENT OPTIONS

Procare has the option to make payments online and through the Procare App.

Moving forward we will no longer accept checks or Venmo.

Tuition payment options from now on will be cash, payment online/through app, or set up recurring payments with us through Procare

## Set up RECURRING Payments

Set up for recurring payments will automatically charge you account/credit card the 1<sup>st</sup> of every month.