

3K REGISTRATION INSTRUCTIONS– NEW STUDENTS

Click on the link below or copy and paste the address into your web browser.

If the child you are registering does NOT currently attend Peace Childcare, please use this link:

<https://www.myprocare.com/Default/Index?aWtuPTc0MjQ3MDAyNDlmc2NoSWQ9Mg==>

Enter your email address. You will need to have access to it.

PRESS GO

Check your email. Return to the ProCare screen and enter the confirmation number.

PRESS GO

The image shows two side-by-side screenshots of the myprocare.com website. The left screenshot is the login page, featuring the Peace Childcare Learning Center logo and contact information (Antigo, WI, (715) 623-2200). It prompts the user to enter their email address and has a green 'GO' button. The right screenshot is the confirmation page, showing a confirmation email sent to 'Lilyweyker822@gmail.com'. It asks the user to enter their confirmation number in a text box and has a green 'GO' button. There is also a link for 'Not your email address?'.

Step 1:

Enter Primary Account Person Information. This is the parent/guardian that is registering the child. Notice all required fields marked with an *

PRESS SAVE AND GO TO STEP 2

The image is a screenshot of the myprocare.com website's registration form for the Primary Account Person. The form is titled 'Enter yourself as the Primary Account Person' and includes a navigation menu with 'ACCOUNT INFO', 'CHILDREN INFO', 'EMERGENCY CONTACTS', and 'REVIEW & SUBMIT'. The form fields are: 'First Name*' (with an asterisk indicating a required field), 'M.I.', 'Last Name*', 'Gender' (a dropdown menu currently set to 'Unknown'), and 'Date of Birth'. A legend indicates that an asterisk (*) denotes a required field.

Step 2:

Enter the Child's Information. Notice all required fields marked with an *

If you need childcare before and/or after 3K, please mark "3K and wrap-around childcare."

PRESS SAVE AND GO TO STEP 3

Step 3:

Use the drop-down box choose the account person's relationship with the child.

Mark the account person as "Lives With," "Emergency Contact," or has permission to "Pick Up" by clicking each small "yes/no" button. Here you can click the + to add another contact.

PRESS SAVE AND GO TO REVIEW

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The screenshot shows the 'EMERGENCY CONTACTS' tab of the registration form. At the top, it says 'Peace Childcare Learning Center' and 'myprocare.com'. Below the navigation tabs, the date 'Mar 3, 2022' is displayed. The main section is titled 'RELATIONSHIP TO CHILDREN' and features a profile icon for 'Lil Test Weyker'. Under 'Relationship Type', a dropdown menu is set to 'Mom'. Below this, there are three toggle switches for 'Lives With', 'Emergency', and 'Pickup', all of which are turned 'ON'. At the bottom of the form, there is a red '+ Save & Add Next Contact' button and a green 'SAVE & GO TO REVIEW' button.

Step 4:

Review the information you have provided. **If you need to change anything, you can click on the appropriate tab at the top of the screen to go back. SAVE** any changes.

If all information looks correct, **PRESS SUBMIT**

Step 5:

You should see the final screen that says your information was submitted successfully.

You will also receive an email from ProCare.

Please pay your registration fee of \$75 upon receiving **a 2nd email confirmation from the Childcare Director**

The screenshot shows the 'REVIEW & SUBMIT' tab of the registration form. The top navigation bar includes 'Done', 'myprocare.com', and browser controls. The left sidebar shows the user's profile: 'Female', 'March 03, 2022', 'Address: 163 N avenue Antigo, WI, 54409', 'Physical: Yes', 'Mailing: Yes', 'Cell: (715) 555-5555', 'Verizon', and 'Relationships: Mom to Lil Test Weyker'. A green 'SUBMIT' button is at the bottom of the sidebar. The main content area displays a large blue box with the text: 'Information Submitted Successfully!', 'Submitted: Mar 03, 2022 - 06:14PM', and a message from Peace Childcare Learning Center: 'Peace Childcare Learning Center may review your information for approval. Please call (715) 623-2200 with any questions about the enrollment process. You'll also receive an email summary of your information.'