

PROCARE

Procare is the system we use for parents/guardians to sign their child(ren) in and out, sending direct and group messages to parents and more. ALL Preschoolers must be registered in Procare before their first day of school. Please do not delay, in case you encounter problems. We can help! (Contact Miss Natalie in the school office if you have any problems.)

Here are our tips to make this easy:

1. Please complete this on a laptop or desktop computer, not the app on your phone.
2. You will need to have two windows open; one is Procare and the other is the primary email you use the most.
3. Paste or click on link: <https://www.myprocare.com/Default/EnterEmail>
4. Enter your primary email address
5. Check your email from info@myProcare.com for the code they sent you (also check your spam folder)
6. Copy and paste that code into Procare where prompted (you can close your email window now)
7. Once you've done these above steps and clicked on "go," you will then need to fill out the info on the next three Procare tabs:
 - Primary person info,
 - Child/children's info,
 - Emergency contacts, which is also where you list everyone you want to authorize to pick up your child. Enter as many as you wish. *Please take your time with this and be sure to enter your spouse, stepparents, adult children, grandparents, etc...anyone you are authorizing to pick up your child!*
8. Review and submit.
9. Finally, we recommend adding the free app to your devices.