

ProCare Set up

Please start by downloading the ProCare app onto your phone. To sign your child in/out each day you will have the ProCare app up on your phone and need to be logged in as the parent. In the upper to middle of the app is a QR code icon, you will click on that and your phones camera will pop up (make sure you have enabled ProCare to access your camera) and then you will scan the QR Code on the tablet located outside the office and click on your child's name. You will also sign your name on your phone which will transfer to us so we can know who is picking up and dropping off (make this as legible as possible). If you want to just sign your 1st name or your initials that is fine.

If someone other than a parent will be a regular pickup person, in your parent profile you can add them and a 4 digit pin# will be issued to them or if they are already on your profile one has been assigned to them. They will need this to sign your child in/out.

Moving forward failure to sign your child in/out on a daily basis will result in \$1/child fee every time a staff person has to sign in/out your child as this is in accordance with the Family Handbook.

Steps to follow for set up: Please download the Procure app onto your phone. NHCA will send you a 10 digit code as soon as your child is placed as enroll through the Procure system.

1. Add parent emails for **both** parents and update your child's information if it has changed since your initial enrollment. Allergies still need to be added by us in the new system so please be sure to let us know of any allergy your child has. Under profile all information must be added including your address and emergency pick up.
2. Enter your financial information for **EFT (ACH/Credit card)** as NHCA will no longer ask for this information. In accordance with the family handbook this is mandatory and needs to be completed prior to your child's first day at New Hope.
3. NHCA will be utilizing a QR code for signing in/out your child. Please allow Procure access to your camera to sign in/out using the QR code. Each parent is issued a different 4 digit pin#, but the QR code will be much easier and faster. You can view your pin# in your parent profile.
4. Allow push notifications as this will enable you to receive updates on classroom happenings, incident reports, and a reminder of calendar events. NHCA is trying to go paperless as much as possible. If your spouse's email is not updated he/she will not receive these notifications from the classroom or school.
5. Siblings are listed in your parent profile, but if they are not please email me directly.
6. - Please be sure to follow the directions provided to input your child's physician and dentist information. First, visit <https://schools.procureconnect.com/login> to update and or add your child's Physician/Dentist. You can find this under the Family List option at the top right side of your screen. This cannot be done on your ProCare phone app.