

## Directions to Register Online for the West Deptford Young Eagles Program

If you are unfamiliar or new to online registration through MyProcare.com, we recommend that you watch the appropriate YouTube video below before attempting to continue. Each video is only a few minutes long and will help guide you through this process

### New Family Registration Video



<https://youtu.be/GvUly9rOhcM>

### Re-registration Video



<https://youtu.be/rKXraf9PePM>

**Registration Opens on Monday, July 17, 2023**

**Important Notes: \*\*\*Please review before you continue\*\*\***

- You will need access to a valid email account in order to sign-up for your MyProcare.com account. If you either do not have an email account or you are having trouble getting the confirmation email back from Procare, we recommend setting up a free Gmail account by clicking [HERE](#)!
- If you are a returning Young Eagles Family and you need to add a new/additional child to your existing account, you will need someone in our office to do that for you. Simply email [dredstreak@wdeptford.k12.nj.us](mailto:dredstreak@wdeptford.k12.nj.us) with your child's first and last name and we will make that addition for you.
- When you go to register you will be asked to select a program. You should only see 1 choice called the Young Eagles Program. Specific details about what sessions you are interested in will be asked later in the process.
  - Programs are not week to week. Whatever program you register for is the program you are committed to. You can always add additional care if space is available but withdrawal from a program requires 2 weeks' notice.

**STEP 1** – If you already have a MyProcare.com account click the “**Existing Account Link**” link below and sign in. If you are new to the Young Eagles Program and do not have a MyProcare.com account, click the link below for “**New family Sign-Up Link**”.



**Existing Account Link:**

<https://www.myprocare.com/>

**New family Sign-Up Link:**

<https://www.myprocare.com/Default/Index?aWtuPTI1Nzl2MzUzMTUmc2NoSWQ9Mg==>

**STEP 2-** Once you have completed the online registration application in MyProcare.com, it will be submitted electronically to our office. Online registrations are timestamped and submitted to us in order. We will review your application and process it. You will then receive an email letting you know that a \$75.00 registration fee has been assigned to your online account. Your registration will not be considered complete and your child(ren) **will not eligible** to attend the program until registration is **paid in full**. You can choose any of the following payment methods: online payment in MyProcare.com account, cash, check or money order made payable to Young Eagles Program. Payments can be returned in person at the Young Eagles Office located in West Deptford Administrative Office located 999 Kings Highway, West Deptford, NJ 08086. PLEASE NOTE: YOUR SEAT IN THE PROGRAM IS NOT CONFIRMED UNTIL WE HAVE RECEIVED YOUR REGISTRATION PAID IN FULL.

**STEP 3-** We will be sending out electronically a handful of forms that will need to be filled out prior to your child attending the program. These will go out via email, if hard copies are needed please contact us.

**STEP 4-** The first 2 weeks tuition for your child(ren) is due in full on **Tuesday, September 5, 2023**. There will be no exceptions, \$5.00 a day late fee will be assessed per our payment policy.

Please be sure to remember your username and password for your MyProcare.com account as it is used for many things during the year.

If you have any questions, please contact the Young Eagles Office at 848-4300 ext. 3212 or email Mrs. Denise Redstreak at [dredstreak@wdeptford.k12.nj.us](mailto:dredstreak@wdeptford.k12.nj.us)