

## Instructions for New Registrations

### Information needed to register:

*insurance cards, doctors' name & phone number, 2 emergency non-parent contacts with addresses, and cell phone numbers/provider (Verizon, AT&T, etc.).*

1. Enter your primary email. All communication from Parish Day School will be sent to this email. ProCare will quickly send you a code for confirmation.
2. Please provide the primary contact person's cell phone company/cell phone number and fill out all the information.
3. Enter a second email for the 2<sup>nd</sup> parent/guardian on the account.
4. Answer all school agreements.
5. Screen will display "**Proceed to step 2.**"
6. Enter all student information here and upload a photo. If you want the half day program, please check "**Full Day not desired.**" If you want the full day program, please check all days the students will attend. The minimum is two days.
7. Click '**Save**' & go to step 3. Once all the information is complete, add the second parent/guardian and your emergency contacts. We require 2 emergency non-parent contacts. **All** the information including name, complete address & phone number must be included.
8. When finished click "**Review.**"
9. Make sure everything is correct and then click "**Submit.**" Your registration information will then be uploaded to Procure.
10. Your registration is time stamped and is first come, first served. Once your registration is uploaded you will receive an email from [emantel@easternshorechapel.org](mailto:emantel@easternshorechapel.org) with a Tuition Express form. You have **48 hours** to return the Tuition Express form so that we are able to charge the registration fee. Once the fee is charged, your spot is confirmed.

Please call Eric Mantel at 757-491-6130 if you have any questions.