
How to Register for Bright Start

— New Families ONLY —

1. Navigate To:

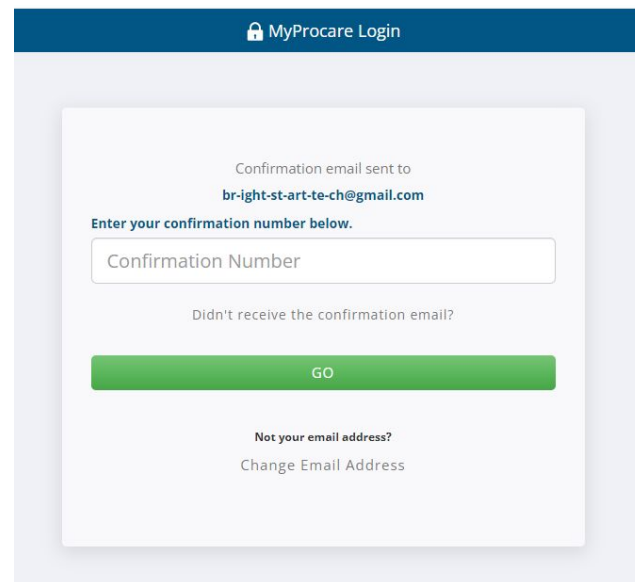
<https://www.myprocare.com/Default/Index?aWtuPTUwODA1Mjk5MzAmc2NoSWQ9MQ==>

Enter your email address

PROBLEMS?

If you have previously attended a school, daycare, or afterschool program that uses ProCare, you will get an error message here, and will need to contact Lyndsay @ brightstartadm@gmail.com.

SUCCESS → Check your email and enter the confirmation code.



The screenshot shows a web interface for 'MyProcare Login'. At the top, there is a dark blue header with a white lock icon and the text 'MyProcare Login'. Below this is a white card with a light gray border. The card contains the following text: 'Confirmation email sent to **br-ight-st-art-te-ch@gmail.com**'. Below this is the instruction 'Enter your confirmation number below.' followed by a text input field with the placeholder 'Confirmation Number'. Underneath the input field is the text 'Didn't receive the confirmation email?'. At the bottom of the card is a large green button with the text 'GO' in white. Below the card, centered, is the text 'Not your email address?' followed by a link 'Change Email Address'.

2. Complete the Form

There are 4 Steps in the form:

1. Account Info
2. Children Info
3. Emergency Contacts
4. Review & Submit

Please have the following ***Required** information available:

- Name, Address, Phone*
- Child's Name, Date of Birth, and Grade
- Your tentative schedule (minimum) that you anticipate having.*
 - You will be able to update this prior to the school year starting.
- The name and phone number of any emergency contacts for your child/ren* (For example, Relatives, Neighbors, Nanny, etc)

First, tell us about you

Bright Start Afterschool

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

Welcome! Begin by creating a new account. Enter yourself as the *Primary Account Person*

PRIMARY ACCOUNT PERSON * Indicates Required Field

First Name* M.I. Last Name* Gender Date of Birth

Unknown mm/dd/yyyy

Current Image

CHANGE IMAGE

ADDRESS

Address Line 1

Address Line 2

City State Zip Code

Physical Mailing

PHONE

Type Area Code Phone Number

xxx-xxxx

+ Add New Phone

SAVE & GO TO STEP 2

Next, tell us about your child/ren

Please Note:

The orange + button allows you to add a second (and third) child to your account.

Bright Start Afterschool

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

Child Info * Indicates Required Field

First Name* M.I. Last Name* Gender Date of Birth (or due date)

kidfirst987 [] kidlast987 Unknown mm/dd/yyyy

Current Image

CHANGE IMAGE

CHILD QUESTIONS

For the '22/'23 School Year, what grade will your child be attending? *

Kindergarten
 1st Grade
 2nd Grade
 3rd Grade
 4th Grade
 5th Grade

What school will your child be attending for '22/'23? *

Bishop School
 Another School

Are you considered to be in a Buffer Zone by the District? *

Yes - We are in a buffer zone.
 No, we are not.

What is your expected departure time on MONDAYS (start time 2:30) or "NA" if NOT Attending? *

What is your expected departure time on TUESDAYS (start time 1:00) or "NA" if NOT Attending? *

What is your expected departure time on WEDNESDAYS (start time 2:30) or "NA" if NOT Attending? *

What is your expected departure time on THURSDAYS (start time 2:30) or "NA" if NOT Attending? *

What is your expected departure time on FRIDAYS (start time 2:30) or "NA" if NOT Attending? *

+ Save & Add Next Child

SAVE & GO TO STEP 3

Next, please provide emergency & authorized contacts

At a minimum, please add your relationship and that of any other parent/guardian of the child!

The screenshot shows a web form titled "Bright Start Afterschool" with a navigation bar containing "ACCOUNT INFO", "CHILDREN INFO", "EMERGENCY CONTACTS" (highlighted), and "REVIEW & SUBMIT".

The main section is titled "FIRST CONTACT PERSON (YOURSELF)" and contains the following instructions:

- Choose how you are related to each child (below) and select "Yes" if:
 - The child lives with you.
 - You are an emergency contact.
 - You are an authorized pickup.
- To add additional people (spouse, relative, neighbor, doctor) choose **Save & Add Next Contact**.
- When finished, choose **SAVE & GO TO REVIEW**.

The "Contact Info" section includes a legend: "* Indicates Required Field".

First Name*	M.I.	Last Name*	Gender	Date of Birth
<input type="text" value="jen-test"/>	<input type="text"/>	<input type="text" value="How-test"/>	<input type="text" value="Unknown"/>	<input type="text" value="mm/dd/yyyy"/>

The "RELATIONSHIP TO CHILDREN" section shows a user profile for "kidfirst987 kidlast987" and a "Relationship Type" dropdown menu with the text "Select relationship...".

Below the relationship type are three toggle switches: "Lives With" (NO), "Emergency" (NO), and "Pickup" (NO).

At the bottom of the form is a red button with a plus sign and the text "Save & Add Next Contact".

At the very bottom of the page is a large green button with the text "SAVE & GO TO REVIEW".

Finally, please review and submit your info:

Please double check that all the information is correct, and then click “Submit” at the bottom.

You will receive an email confirmation of your submission.

Bright Start Afterschool

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

What is your expected departure time on TUESDAYS (start time 1:00) or "NA" if NOT Attending?
4:00

What is your expected departure time on WEDNESDAYS (start time 2:30) or "NA" if NOT Attending?
4:00

What is your expected departure time on THURSDAYS (start time 2:30) or "NA" if NOT Attending?
NA

What is your expected departure time on FRIDAYS (start time 2:30) or "NA" if NOT Attending?
4:00

EMERGENCY CONTACTS

Jen-test How-test
Gender: Not Specified
DOB: Not Specified

Relationships

Mom to
kidfirst987 kidlast987

Jane123 Doe123
Gender: Not Specified
DOB: Not Specified

Cell
(617) 867-5309
AT&T

Relationships

Mom to
kidfirst987 kidlast987

SUBMIT

Questions ??

Please email Lyndsay, **Program Director** brightstartadm@gmail.com