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July 2022

Dear Voorhees Families,

August 1, 2022 marks the beginning of the registration period for the Voorhees CER School Age Care (SAC) program for the 2022 - 2023 school year. As in the past, registration is online and begins at 9:00 AM on August 1st. SAC offers 5 different scheduling options which aim to fit the various child care needs of our families. The registration link will be sent to all Voorhees families who have an email registered in Genesis, the district's parent portal. For your convenience, the link will also be located on the [voorheescer.com](http://voorheescer.com) website.

The SAC program is proud to announce an upgrade to the registration and billing system. We have partnered with *Procare Child Care Management* software and *Tuition Express* to allow our families easier access to their account/billing information and secure online payment. Families will now be able to view account status at times most convenient for them. I am also happy to announce the elimination of convenience fees when paying online.

Registration remains on a "first come first served" basis. If a program schedule option reaches capacity, families will then be placed on a waiting list which is dated, time stamped and sorted by school. Waitlisted families will be notified as soon as spots become available.

I understand that many Voorhees families rely on our School Age Care program and the registration process can be stressful. We will work diligently to inform all families of enrollment status as soon as possible, and appreciate your patience as we transition to the new system. The SAC staff looks forward to serving the needs of our families for the 2022 - 2023 school year.

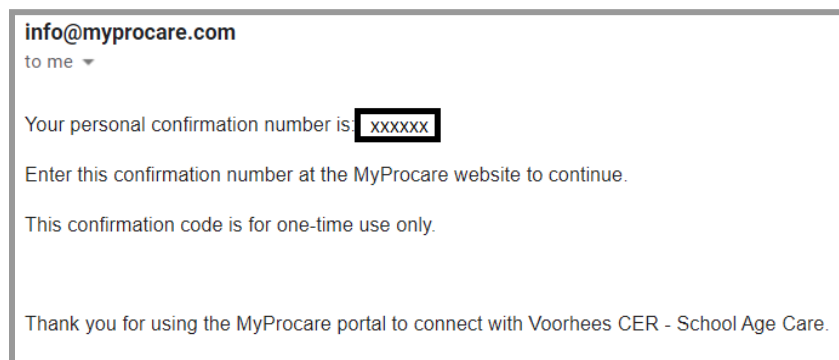
Below you will find information about our new registration process. If you have any questions, please feel free to contact me at [Redfearn@voorhees.k12.nj.us](mailto:Redfearn@voorhees.k12.nj.us) or the SAC Coordinator, Lisa Morgan at [Morgan@voorhees.k12.nj.us](mailto:Morgan@voorhees.k12.nj.us) .

Thank you,

Michael Redfearn  
Director CER

## OVERVIEW of the Registration Process for the 2022 - 2023 School Year

1. On August 1, 2022 a registration link will go "LIVE" on the [voorheescer.com](http://voorheescer.com) website.
2. Click on the link and you will be presented with a message to enter your email address. You will then receive an email to that address with a personal confirmation number. Enter the confirmation number to continue the registration process. (This will prevent the high number of duplicate registrations we received last year.)
  - a. The confirmation number will come from [info@myprocare.com](mailto:info@myprocare.com). See below for a sample of what your confirmation email will look like. \*\* If you do not see an email, check your SPAM box.



3. Complete the registration questionnaire. Please note: There are required questions. If you do not answer them, you will not be permitted to continue the process. (This will prevent the high number of registrations that had missing important information last year.)
4. You will be required to enter parent/guardian contact information. **In addition to the parent or guardian who is filling out the form, you MUST add at least two (2) emergency contacts.** Having emergency contact information available before you begin will streamline the process.
  - a. If you would like to receive important information via text message, you must add at least one cell phone number and provide cell carrier information.
5. After completion of all required information, submit your registration. You will receive a confirmation on the screen (see below) **and** an email that will contain a summary of your registration information.

**Information Submitted Successfully!**

Submitted: Jul 11, 2022 - 08:01AM

Voorhees CER - School Age Care may review your information for approval. Please call 856-424-1816 ext. 2167 with any questions about the enrollment process.

You'll also receive an email summary of your information.

**\*\* PLEASE NOTE:** The *MyProcure* servers operate on Pacific Standard Time. They have informed us that the time stamp on the confirmation screen may reflect PST, which would make your registration look like it was submitted prior to 9AM. *MyProcure* is working to correct the issue. If this remains the case on August 1st, we will know to adjust the time. Your confirmation email will reflect Eastern Standard Time (EST).

6. **Registrations will be reviewed, organized by school, and program option requested. Within several hours you will receive an email indicating if you have secured a spot, or have been placed on the waiting list.**
  - a. You will not be required to input any credit card information until you have been officially enrolled.
  - b. Please do not call to inquire about your enrollment status during the registration period, all communication will come via email.
7. If you receive an email stating you have been enrolled, you will be directed to set up your *MyProcure* account. We will process the following charges to your account within 48 hours.
  - a. Registration Fee - \$30 per child **(due upon receipt)**
  - b. Secure School Access Fee (Keyless Entry) - \$15 **(due upon receipt)** This will replace the FOB system. We are upgrading our door system for the added safety of our students and staff - information to follow for all registered families in August.
  - c. September Tuition
8. September tuition is due September 1, 2022. A late fee of \$30.00 will be posted to your account if payment is not made by this date. You will receive your invoice via the *MyProcure* portal, email and USPS in August. **Failure to remit payment prior to September 15, 2022 will result in removal from the program and the next family on the waiting list will be eligible for the spot.**

**\*\* View this [video](#) for a quick visual tutorial on the new registration process described above.\*\***

## Registration Reminders:

1. Any registration received prior to 9:00 AM on August 1, 2022 will not be processed.
2. Anyone registering that has a past due account balance from the 2021 - 2022 school year will immediately be placed on the waiting list.
  - a. If you have a past due account balance, please remit a check to the CER Office mailbox located at the Voorhees Middle School - 1000 Holly Oak Drive, Voorhees. **At this time we are not accepting online payments for past due balances, and mailing a check does not ensure we will receive it prior to registration.**
3. Our new registration system generates an email upon completion of required information. DO NOT register more than one time. Duplicate registrations will be flagged and removed.
4. Registrations with incomplete information will not be processed. They will be flagged and removed.
5. We offer 5 different program schedule options. **All families who wish to utilize SAC must select one of the 5 options.** We are unable to offer personalized programs.

**2022-2023 School Age Care Rates**

Quantity	Yearly	Monthly	10% discount	Reduce/Lunch 2 <sup>nd</sup> child rates	Free - Lunch
30 – Full Time students M-F 7am-9am and 3:30pm-5:30pm	\$3780.00	\$378.00	\$3402.00	\$3060.00	\$2340.00
10 – Part Time 3 days a week 7am-9am and 3:30pm-5:30pm	\$2210.00	\$221.00	\$1989.00	\$1785.00	\$1365.00
10 – Part Time students M-F 7am-9am (mornings only)	\$1890.00	\$189.00	\$1701.00	\$1530.00	\$1170.00
20 – Part Time students M-F 3:30pm to 5:30pm (afternoons only)	\$1890.00	\$189.00	\$1701.00	\$1530.00	\$1170.00
25 – As needed 5 days per month	\$1050.00	\$105.00	\$945.00	\$850.00	\$650.00

**(Full-time rate based on 180 school days x 4 hours a day x \$5.25/hr)**

10% Discount is offered on any program if paid in full by September 1, 2022.

2nd child rates apply to all additional children in the immediate family.

All tuition programs are based on a full year flat rate divided by 10 equal payments.

6. Please take a moment to review our updated [Parent Handbook](#) prior to registration.