



Michael Redfearn

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July 2023

Dear Voorhees Families,

August 1, 2023 marks the beginning of the registration period for the Voorhees CER School Age Care (SAC) program for the 2023 - 2024 school year. SAC or School Age Care is for students in grades **K-5**. It provides working families with additional child care from 7:00 a.m. to 9 a.m. and 3:30 p.m. to 5:30 p.m. 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. An "Existing Account" link will be available for those who utilized the program last year, and a "New Family" link will be provided for those new to our program. Both links will require the input of account information, child information, emergency contacts, and a review and submit section. For your convenience, the registration links will be located on the [SAC page on the district website](#).

CER SAC continues to partner with *Procare Child Care Management* software and *Tuition Express* to allow easy, convenient access to account/billing information and secure online payment. During registration you will have the ability to choose one of 3 payment options; enroll in monthly autopay, make "payment in full" by September 1st to receive a 10% discount, or login to your online account and pay by the 15th of each month.

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 program and the registration process can be stressful. We will work diligently to inform all families of enrollment status within 48 hours of registration, and appreciate your patience during the busy open enrollment period. The SAC staff looks forward to serving the needs of our families for the 2023 - 2024 school year.

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

Thank you,

Michael Redfearn
Director CER

OVERVIEW of the **NEW FAMILY REGISTRATION** Process for the 2023 - 2024 School Year

On August 1, 2023 **two** registration links will go “LIVE” on the [SAC page on the district website](#). One will be for families that utilized SAC last year (Re-registration Link) and one will be the “New Family Registration” link. If you did not utilize the SAC program last year, you would select the “New Family Registration” link. Information below will guide you through the process.

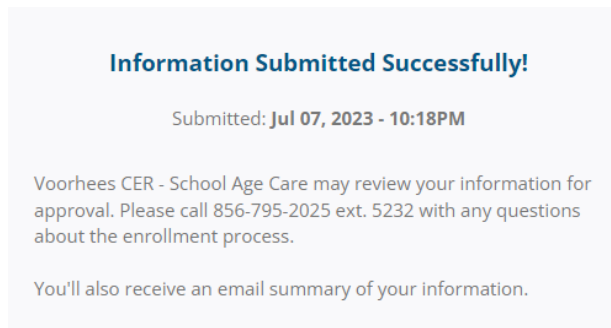
1. Select the “New Family Registration” link and you will be presented with a message to enter your email address. Enter the email address you wish to use for SAC and select **GO**.

2. You will then receive an email to that address with a 6 digit personal confirmation number. Enter the confirmation number to continue the registration process.

The confirmation number will come from 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. Once logged in, complete the 4 sections of the registration questionnaire

- a. 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.
 - b. 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.
4. 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.



**** PLEASE NOTE: Disregard the time on the confirmation. It will not reflect the correct time. MyProcure is working to correct the issue. The correct time will be reflected on our end, in the system.**

5. **Registrations will be reviewed, organized by school, and program option requested. Within 48 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.
6. 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 - \$35 per child **(due upon receipt)**
 - b. Security Fee - \$25 **(due upon receipt)**
 - c. Tuition

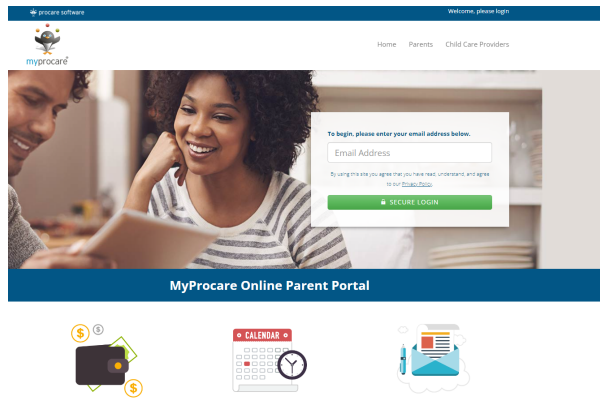
****If you selected monthly autopay during registration, tuition will be deducted from your account on or about the 20th of each month beginning August 20, 2023. If you selected "Payment in Full", payment is due September 1, 2023 to receive the 10% discount. Those who wish to login monthly to make a payment, September's payment is due September 1st, and the 15th of each month beginning in October. A late fee of \$40.00**

will be posted to your account if payment is not made by these dates. You will receive your invoice via the *MyProcare* portal, email, and USPS in August. **Failure to remit payment will result in removal from the program and the next family on the waiting list will be eligible for the spot.**

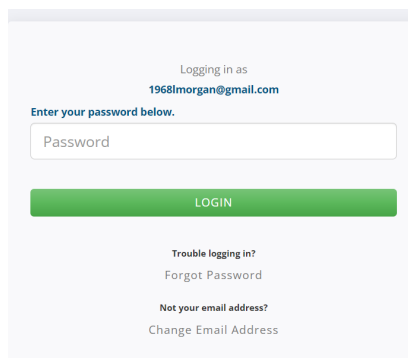
OVERVIEW of the **EXISTING ACCOUNT RE-REGISTRATION** Process for the 2023 - 2024 School Year

On August 1, 2023 **two** registration links will go “LIVE” on the [SAC page on the district website](#). One will be for families that utilized SAC last year “Existing Account Re-registration” link and one will be the “New Family Registration” link. If you utilized the SAC program for all or part of the last year, you would select the “Existing Account Registration” link. Information below will guide you through the re-registration process.

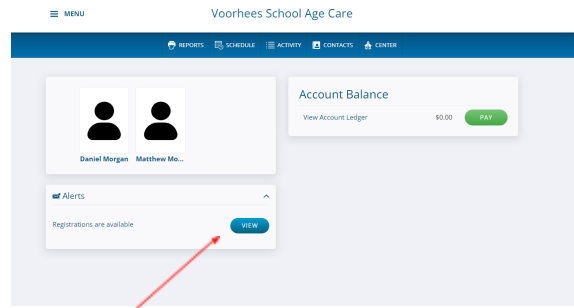
1. Select the *Existing Account Registration* link and you will be presented with your MyProcare login page. Enter the email address you have linked to MyProcare.

The screenshot shows the MyProcare Online Parent Portal login page. At the top, there is a navigation bar with the MyProcare logo and links for Home, Parents, and Child Care Providers. Below the navigation bar is a large image of a family smiling. Overlaid on the image is a login form with the text "To login, please enter your email address below." and a field for "Email Address". Below the field is a green button labeled "Secure Login". At the bottom of the page, there are three icons: a wallet with a dollar sign, a calendar, and a document with a checkmark.

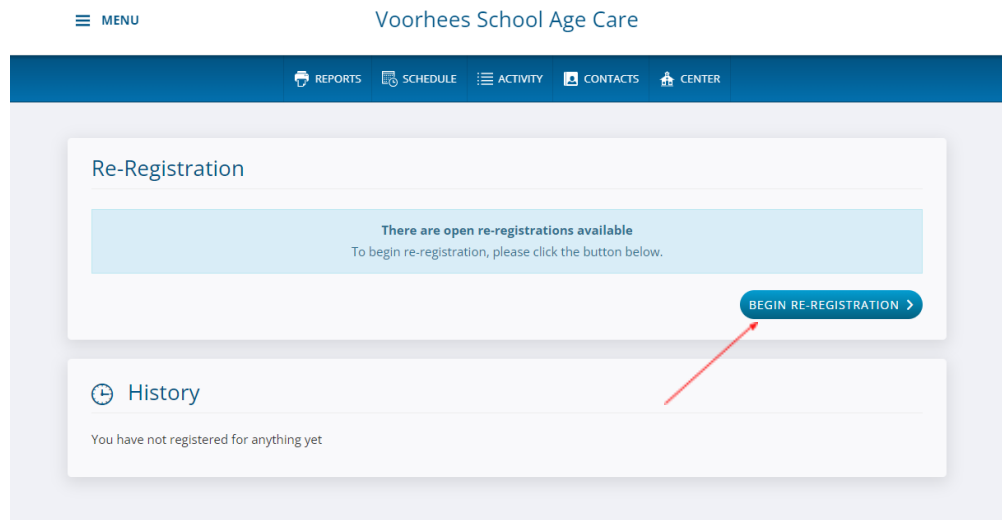
2. Enter your password.

The screenshot shows the MyProcare login page after the email address has been entered. The text "Logging in as 1968lmorgan@gmail.com" is displayed above the password field. Below the email address is a field for "Password". Below the field is a green button labeled "LOGIN". At the bottom of the page, there are three links: "Trouble logging in?", "Forgot Password", and "Not your email address? Change Email Address".

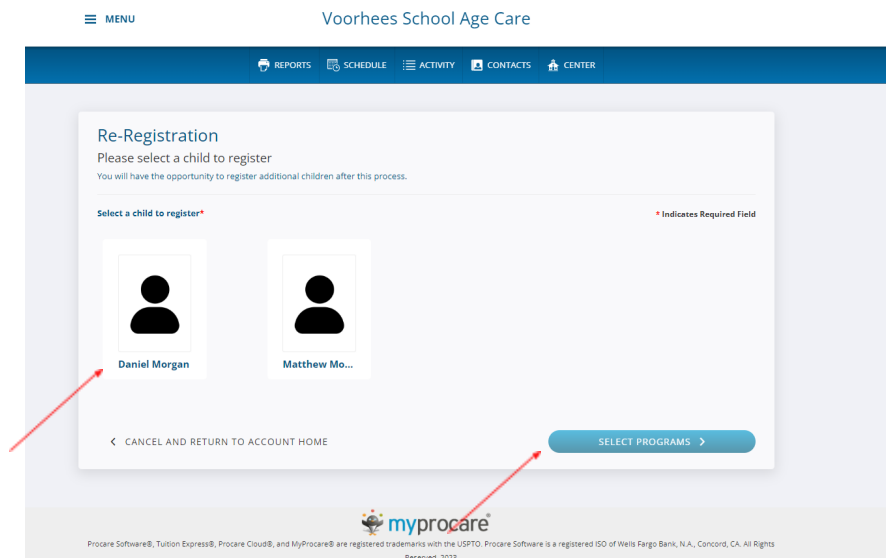
3. Once logged in, you will see an Alert that registration is available. Select *View* to proceed.



- On the next screen, select *Begin Re Registration*.



- Select the child you are registering and click *Select Programs*.



- Select the green *Register* button and it will turn red. Next, select the blue *Review Child Information* button. Fill out all Fields. NOTE: We REQUIRE at least 2 additional emergency contact information for registration to be processed.

Re-Registration: **Daniel Morgan**
Choose Program(s)

Select program(s)*
At least one program needs to be selected to proceed.

* Indicates Required Field
Filter Results: 1/2

Program	Days	Times	Reg. Fee	
Voorhees CER School Age Care <small>Program schedule selected and fees for registration will be input upon final acceptance to program.</small>	0	12:00 AM - 12:00 AM	None	REGISTER

Run Dates: 9/7/2023 - 6/30/2024
Age: Open to all

[CANCEL AND RETURN TO CHILD SELECTION](#) [REVIEW CHILD INFORMATION](#)

myprocare
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7. After entering the child information, a pop up box will appear prompting you to register another child if you had additional children registered in the past. Select Yes or NO and continue.
8. Enter all required information to complete your registration and submit your form.
9. Once your re-registration is submitted, you will receive an online confirmation.

Re-Registration Confirmation

Thank you for registering!

Thank you for submitting your registration to Voorhees CER - School Age Care through MyProcare. Here is a summary of your registration information.
If you have any questions, please contact Voorhees CER - School Age Care at 856-795-2025 ext. 5232.

Program Information

Child	Program	Days	Times	Re-Registration Fee	Status
Daniel Morgan	Voorhees CER School Age Care <small>Program schedule selected and fees for registration will be input upon final acceptance to program.</small>	None	12:00 AM - 12:00 AM	None	Submitted*

* Your registration has been submitted for processing

Child Information

Daniel Morgan
Gender: M
DOB: 1/4/2016

Relationships:

10. Registrations will be reviewed, organized by school, and program option requested. Within 48 hours you will receive an email indicating if you have secured a spot, or have been placed on the waiting list.
 - c. You will not be required to input any credit card information until you have been officially enrolled.
 - d. Please do not call to inquire about your enrollment status during the registration period, all communication will come via email.
11. If you receive an email stating you have been enrolled, you will be directed to return to your *MyProcare* account. We will process the following charges within 48 hours.
 - d. Registration Fee - \$35 per child **(due upon receipt)**
 - e. Security Fee - \$25 **(due upon receipt)**
 - f. Tuition

****If you selected monthly autopay during registration, tuition will be deducted from your account on or about the 20th of each month beginning August 20, 2023. If you selected "Payment in Full", payment is due September 1, 2023 to receive the 10% discount. Those who wish to login monthly to make a payment, September's payment is due September 1st, and the 15th of each month beginning in October. A late fee of \$40.00 will be posted to your account if payment is not made by these dates. You will receive your invoice via the *MyProcare* portal, email, and USPS in August. **Failure to remit payment will result in removal from the program and the next family on the waiting list will be eligible for the spot.****

Registration Reminders:

1. Any registration received prior to 9:00 AM on August 1, 2023 will not be processed.
2. Anyone registering that has a past due account balance from the 2022 - 2023 school year will immediately be placed on the waiting list.
3. Our registration system generates an email upon completion of required information. DO NOT register more than one time. All 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.
6. 2023 - 2024 School Age Care Tuition Rates:

Description		Yearly	Monthly	10% discount
Full Time students M-F	7 - 9 a.m. and 3:30 - 5:30 p.m.	\$4140.00	\$414.00	\$3726.00
Part Time 3 days a week	7 - 9 a.m. and 3:30 - 5:30 p.m.	\$2410.00	\$241.00	\$2169.00
Part Time students M-F	7 - 9 a.m. (mornings only)	\$2070.00	\$207.00	\$1863.00
Part Time students M-F	3:30 to 5:30 p.m. (afternoons only)	\$2070.00	\$207.00	\$1863.00
As needed 5 days per month – Monthly schedule must be provided		\$1150.00	\$115.00	\$1035.00

(Full-time rate based on 180 school days x 4 hours a day x \$5.75/hr)

Second Child Rates

- Each additional full-time student \$3420.00 year.
- Each additional 3 - day a week student \$1990.00 year.
- Each additional a.m. or p.m. student \$1710.00 year.
- Each additional "Five days/month" \$950.00 year.