



Directions to Register Online for the West Deptford Young Eagles Program

If you are unfamiliar or new to online registration through MyProcure.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	Re-registration Video
	
https://youtu.be/GvUly9rOhcM	https://youtu.be/rKXraf9PePM

Registration Opens on Monday August 17th at Noon!

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

- You will need access to a valid email account in order to sign-up for your MyProcure.com account. If you either do not have an email account or you are having trouble getting the confirmation email back from Procure, 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 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 MyProcure.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 MyProcure.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?aWtuPTI1NzI2MzUzMTUmc2NoSWQ9Mg==>

STEP 2- Once you have completed the online registration application in MyProcure.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 determine program availability. If space is available in the program that you are requesting, we will assign the \$75.00 registration fee to your online account. You will then receive an email letting you know that we have a spot available and that your fee has been assigned. You will have 2 business days from the date of that email to make your payment. If payment is not made with that time frame, we will continue down the waiting list. You can choose any of the following payment methods: online payment in MyProcure.com account, cash, check or money order made payable to Young Eagles Program. Payments can be returned in person or mailed to the Young Eagles office. We are in the West Deptford Middle School at 675 Grove Rd, West Deptford, NJ 08066. PLEASE NOTE: YOUR SEAT IN THE PROGRAM IS NOT CONFIRMED UNTIL WE HAVE RECEIVED YOUR REGISTRATION PAID IN FULL. If space is not available in the exact program that you are requesting, however space is available for some of the care you need we will reach out to you directly to discuss options. We will maintain a waiting list for anyone that is not able to find a program. The waiting list will be kept in the order in which we receive the online registrations.

STEP 3- We will be sending out a handful of forms that will need to be filled out prior to your child attending the program. These will go out via email or will be available for download from our website.

STEP 4- The first 2 weeks tuition for your child(ren) is due in full on **Friday, September 11, 2020**. There will be no exceptions. Failure to pay in full for any reason by this date will result in the loss of your spot.

Please be sure to remember your username and password for your MyProcure.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