



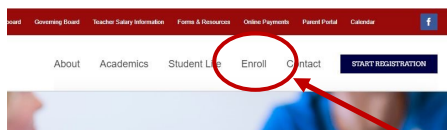
Noah Webster Schools

Extended Wildcat Hours Enrollment Information

2020 - 2021

Noah Webster Schools is excited to announce that we are utilizing an electronic system for Extended Wildcat Hours to help minimize contact. Extended Wildcat Hours is available to NWS students enrolled in the in-class, teacher-led instruction program.

Due to COVID, the number of participants will be limited. Registration for Extended Wildcat Hours will open on March 3, 2021. **Students MUST be enrolled in the Extended Wildcat Hours program through our ONLINE system to attend. This account is required to sign in and out.** Same-day enrollment into after care must be completed online by 1:00 p.m. the day of first attendance. Please follow the steps below to complete the online program registration. **Please note: Only a parent/legal guardian can complete the online registration and the individual creating the account will be responsible for any invoices and student(s) listed.** Per NWS policy, all past due invoices with Noah Webster Schools must be **PAID IN FULL** to be eligible to participate in the program. Please email Billing@noahwebster.org to check on unpaid balances. **With limited availability, the student(s) will be removed from the program and the seat given to a student awaiting acceptance if the program is not utilized for 5 consecutive days.**



Create a Procure Account & Enroll in Extended Wildcat Hours

***If you already have a Procure account, please see *Already Have a Procure Account* section on the website.**

- Go to www.noahwebster.org and select **Enroll in Before & After School Care** under the **Enroll** drop-down menu on the homepage.
- Click on the correct campus link.
- Please note: Only a parent/legal guardian can enroll the student(s) in the program.
- Enter the email that you would like associated with this account. Please note: This email will be used for future logins and communication regarding the program.

- A confirmation email will be sent to the address provided, enter the confirmation number located in the email and select **Go**.

- Enter Parent Information (Primary Account Person):

- ◊ Name
- ◊ Gender
- ◊ Address
- ◊ Cell phone number and select service provider to receive text messages (Please note: Individual data rates apply)
- ◊ Add additional phone numbers by selecting the orange plus sign.

- Answer the required Account Questions regarding Extended Wildcat Hours
- Select **Save & Go to Step 2**

- Enter Child Information:
 - ◇ Name
 - ◇ Gender
 - ◇ Date of Birth
 - ◇ Grade Level for the 2020-2021 school year
- To add another child, please select **Save & Add Next Child**
- Once all children have been added, select **Save & Go to Step 3**

- Add any other parents and/or additional contacts to the account who may pick up the student(s). Each adult will create his/her own unique PIN.
- **Note: The Emergency Contacts must be the same individuals that were listed when the student(s) were enrolled in NWS for the 2020-2021 school year**
- For Yourself:
 - ◇ Select your relationship to the child
 - ◇ Select Yes if the child lives with you
 - ◇ Select Yes if you are an emergency contact
 - ◇ Select Yes if you authorized to pick up the student(s)
- Click on the orange plus sign to **Save & Add Next Contact** (optional)
- Select the **Relationship, Lives With, Emergency and Pick Up** if it applies
- Select **Save & Go to Review**

- Review the Account Information, Children Information and Contacts
- Select **Submit**
- An Information Summary Email containing the information entered will be sent to the account email
- Please allow 24 hours after registering for the system to fully update
- The program enrollment application will be sent to the Billing Department for review
- You will receive an email from Billing@noahwebster.org regarding acceptance into the program
- Extended Wildcat Hour charges will be billed to this account email on a weekly basis once each week is complete
- **Due to limited seats available, lack of weekly payment will result in removal of the student(s) from the program**

Divorced/Separated Parents Utilizing Extended Wildcat Hours

- If parents are divorced/separated and each parent will be paying for the time the student utilizes the program while in his/her care, each parent must complete the online enrollment with the student listed on his/her account.
- Each parent must be set up as the primary payer on their own individual account.
- Individual parent accounts will allow each parent to have their own account history with the amounts charged.
- If each parent does not create his/her own account, Noah Webster Schools will invoice all charges to one parent. It will be up to the parents to decide how to separate the charges and who will remit payment. Parents will be responsible to keep track of which payments each parent makes.