



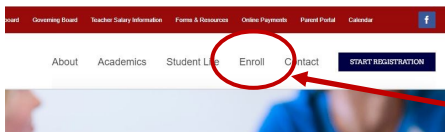
# Noah Webster Schools

## Extended Wildcat Hours Enrollment Information

2024 - 2025

Registration is now open for Extended Wildcat Hours for the 2024-2025 school year and the program will begin on Thursday, August 1, 2024. Noah Webster Schools utilizes an electronic sign in/out system for Extended Wildcat Hours. Extended Wildcat Hours is available to enrolled NWS students.

The number of participants will be limited. **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.** 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](mailto:billing@noahwebster.org) to check on unpaid balances. **With limited availability, a student will be removed from the program and the seat given to a student awaiting acceptance if the program is not utilized at least once every 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 below.**

- Go to [www.noahwebster.org](http://www.noahwebster.org) and select **Enroll 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 regular 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**

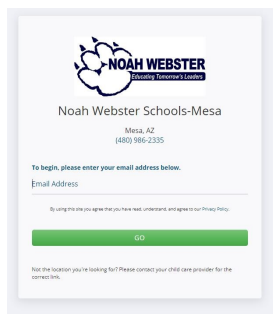
- Enter Child Information:
  - ◇ Name
  - ◇ Gender
  - ◇ Date of Birth
  - ◇ Grade Level for the 2024-2025 school year
- To add another child, please select **Save & Add Next Child**
- Once all children have been added, select **Save & Go to Step 3**

- 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 Fingerprint ID.
- **Note: These Emergency Contacts must be the same individuals that were listed when the student(s) were enrolled in NWS for the 2024-2025 school year.**
- For Yourself:
  - ◇ Select your relationship to the child
  - ◇ Select Yes as the child lives with you
  - ◇ Select Yes as you are an emergency contact
  - ◇ Select Yes as you are 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 24-48 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](mailto:Billing@noahwebster.org) regarding acceptance into the program
- Extended Wildcat Hour charges, if applicable, will be billed to this account email on a weekly basis, once each week is complete
- **Due to limited seats available, lack of payment will result in removal of the student(s) from the program**

## **Split Family Policy**

- Please see the Split Family Policy located in the 2024-2025 Extended Wildcat Hours Handbook and/or the 2024-2025 Noah Webster Schools Parent Handbook, both located on the school's website at [www.noahwebster.org](http://www.noahwebster.org).

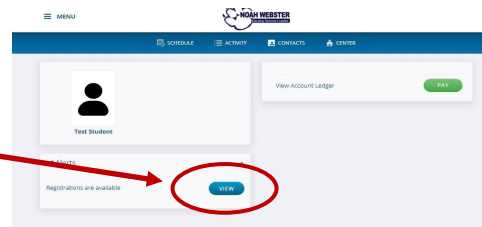


## Already Have a Procare Account?

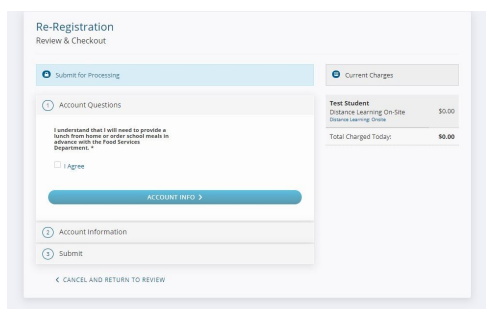
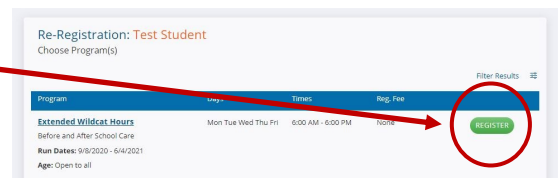
If you previously created a Procare account for the On-Site Support Services Program, After Care or Pre-Kindergarten, please follow the instructions below to register KG - 6th grade students for the Extended Wildcat Hours Program.

- Go to the Parent Portal at **myprocare.com**
- Enter the email address used to create the family account and password

- On the main Account page, in the **Alerts** notification box, it will say *Registrations are Available*. Please click **View** to see the available programs.
- Select **Begin Re-Registration**
- Click on the child you would like to register then click **Select Programs**

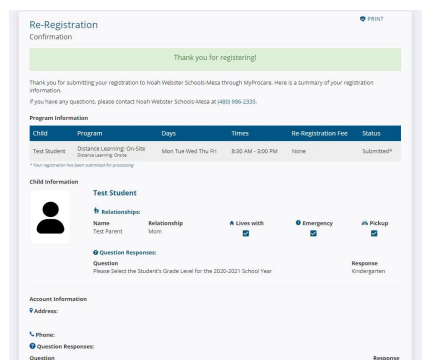


- Select **2023-2024 Extended Wildcat Hours** by selecting **Register** on the right side
  - ◊ Pre-Kindergarten students do not need to be enrolled in the Extended Wildcat Hours Program as it is already included with the program
- Select **Review Child Information**
- Once the information has been reviewed and the grade level added for the school year, select **Continue**
- If there are multiple children listed on the account, it will ask if you would like to enroll the other children.
- Complete the above steps for each student you would like to enroll
- Once all students and the appropriate programs are selected, select **Continue**
- Review the Program Registration for the students then select **Continue**



- Answer the Account Application Questions associated with this program and select the blue **Account Info** button to proceed to the next section
- Please verify the Account Information and select **Submit**
- Select the green **Submit** button to complete and submit the program application
- Please note: There is no Registration Fee for the Extended Wildcat Hours program; therefore, you will see \$0.00 listed and no charges will be made at this time.

- Once the application is submitted, a Registration Confirmation Page will appear and can be printed by selecting the Print Icon in the upper right hand corner. This registration summary will also be sent to the account email.



- The program enrollment application will be sent to the Billing Department for review
- You will receive an email from [Billing@noahwebster.org](mailto:Billing@noahwebster.org) regarding acceptance into the program
- Prior to approval, the status under the Registration History will say *Pending* and will change to *Approved* if accepted
- 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**

