

# 1. Enter your email to start registration.

 Login



Blue Ribbon Academy

Chino, CA  
(1) 909-696-9638

To begin, please enter your email address below.

Email Address: youremailaddress@youremail.com

By using this site you agree that you have read, understand, and agree to our Privacy Policy.

GO

Not the location you're looking for? Please contact your child care provider for the correct link.

 myprocare®

Enter your email here

2. Enter the confirmation number sent to your email to log in.

 Login

Confirmation email sent to  
youemailaddress@youremail.com

**Enter your confirmation number below.**

Confirmation Number

---

Didn't receive the confirmation email?

**GO**

**Not your email address?**  
Change Email Address

### 3. STEP 1: Enter basic information of the primary account person. Once complete, **SAVE & GO TO STEP 2**

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

Welcome! Begin by creating a new account. Enter yourself as the *Primary Account Person*

**PRIMARY ACCOUNT PERSON** \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth

Current Image

CHANGE IMAGE

ADDRESS

Street City State Zip Code

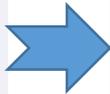
Physical  Mailing

**PHONE**

Type Area Code Phone Number

+ Add New Phone

SAVE & GO TO STEP 2



Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

Welcome! Begin by creating a new account. Enter yourself as the *Primary Account Person*

**PRIMARY ACCOUNT PERSON** \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth

Current Image

Upload your own picture or select one of our avatars:

ADDRESS

Street City State Zip Code

Physical  Mailing

**PHONE**

Type Area Code Phone Number

Type Area Code Phone Number Cell Carrier (For Texting)

+ Add New Phone

#### 4. STEP 2: Enter child's basic information. Repeat this step to add additional children's information.

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

NEW CHILD INFO \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth (or due date)

Current Image

CHANGE IMAGE

+ Save & Add Next Child

SAVE & GO TO STEP 3



Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

NEW CHILD INFO \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth (or due date)

Current Image

Upload your own picture or select one of our avatars:

+ Save & Add Next Child

SAVE & GO TO STEP 3

Click here to add additional children

## 5. STEP 2 contd...: Once completing all children's information, **SAVE & GO TO STEP 3**

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

EXISTING CHILDREN

Jane Hansen

NEW CHILD INFO \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth (or due date)

Current Image

CHANGE IMAGE

+ Save & Add Next Child

SAVE & GO TO STEP 3



Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

EXISTING CHILDREN

Jane Hansen

NEW CHILD INFO \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth (or due date)

Current Image

Upload your own picture or select one of our avatars:

+ Save & Add Next Child

SAVE & GO TO STEP 3

6. STEP 3: Select primary account person's relationship to each child, click **Save & Add Next Contact** to add additional family members and other emergency contacts.

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ACCOUNT INFO CHILDREN INFO **EMERGENCY CONTACTS** REVIEW & SUBMIT

**FIRST CONTACT PERSON (YOURSELF)**

1. Choose how you are related to each child (below) and select "Yes" if:

- The child lives with you.
- You are an emergency contact.
- You are an authorized pickup.

2. To add additional people (spouse, relative, neighbor, doctor) choose **Save & Add Next Contact**.

3. When finished, choose **SAVE & GO TO REVIEW**.

**CONTACT INFO** \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth

Tom Hansen Male 01/01/1988

**RELATIONSHIP TO CHILDREN**

	Jane Hansen	Dad	Lives With YES <input checked="" type="checkbox"/>	Emergency YES <input checked="" type="checkbox"/>	Pickup YES <input checked="" type="checkbox"/>
	Jack Hansen	Dad	Lives With YES <input checked="" type="checkbox"/>	Emergency YES <input checked="" type="checkbox"/>	Pickup YES <input checked="" type="checkbox"/>

**+ Save & Add Next Contact**

**SAVE & GO TO REVIEW**

Click here to add additional family members and emergency contacts

## 7. STEP 3 contd...: Continue entering all family members or friends who are Lives With, Emergency or Pickup for each child. Once complete, **SAVE & GO TO REVIEW**.

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO **EMERGENCY CONTACTS** REVIEW & SUBMIT

**FIRST CONTACT PERSON (YOURSELF)**

1. Choose how you are related to each child (below) and select "Yes" if:

- The child lives with you.
- You are an emergency contact.
- You are an authorized pickup.

2. To add additional people (spouse, relative, neighbor, doctor) choose **Save & Add Next Contact**.

3. When finished, choose **SAVE & GO TO REVIEW**.

**CONTACT INFO** \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth

Tom [ ] Hansen Male 01/01/1988

Current Image

Upload your own picture or select one of our avatars:

**RELATIONSHIP TO CHILDREN**

Jane Hansen Dad Lives With YES Emergency YES Pickup YES

Jack Hansen Dad Lives With YES Emergency YES Pickup YES

+ Save & Add Next Contact

**SAVE & GO TO REVIEW**

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO **EMERGENCY CONTACTS** REVIEW & SUBMIT

First Name\* M.I. Last Name\* Gender Date of Birth

Alice [ ] Hansen Female 01/02/1988

Current Image

Upload your own picture or select one of our avatars:

**ADDRESS**

Street City State Zip Code

123 Main St Chino CA 91710

Physical  Mailing

**PHONE**

Type Area Code Phone Number

Home 909 123-4567

Type Area Code Phone Number Cell Carrier (For Texting)

Cell 909 123-2345 AT&T

+ Add New Phone

**RELATIONSHIP TO CHILDREN**

Jane Hansen Mom Lives With YES Emergency YES Pickup YES

Jack Hansen Mom Lives With YES Emergency YES Pickup YES

+ Save & Add Next Contact

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO **EMERGENCY CONTACTS** REVIEW & SUBMIT

**NEW CONTACT INFO** \*INDICATES REQUIRED FIELD

First Name\* M.I. Last Name\* Gender Date of Birth

Marry [ ] Jane Female 02/02/1985

Current Image

Upload your own picture or select one of our avatars:

**ADDRESS**

Street City State Zip Code

123 Chino Ave Chino CA 91710

Physical  Mailing

**PHONE**

Type Area Code Phone Number Cell Carrier (For Texting)

Cell 909 123-7890 T-Mobile

+ Add New Phone

**RELATIONSHIP TO CHILDREN**

Jane Hansen Family Friend Lives With NO Emergency YES Pickup YES

Jack Hansen Family Friend Lives With NO Emergency YES Pickup YES

+ Save & Add Next Contact

**SAVE & GO TO REVIEW**

## 8. STEP 4: Review and make sure all information entered is correct. Make changes if needed. Otherwise, click SUBMIT. Congratulations! Now, you are done with online registration – In 4 Easy Steps!

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

7041 Schaefer Ave, CD  
Chino, CA 91710  
(1) 909-696-9638

### ACCOUNT INFO

**Primary Account Person**

 **Tom Hansen**  
Male  
January 01, 1988

**Address**  
123 Main St Chino, CA, 91710  
Physical: Yes  
Mailing: Yes

**Work**  
(909) 123-4567

**Cell**  
(909) 123-1234

### CHILDREN INFO

 **Jane Hansen**  
Female  
January 01, 2011

 **Jack Hansen**  
Male  
January 01, 2013

### EMERGENCY CONTACTS

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

 **Alice Hansen**  
Female  
January 02, 1988

**Address**  
123 Main St Chino, CA, 91710  
Physical: Yes  
Mailing: Yes

**Home**  
(909) 123-4567

**Cell**  
(909) 123-2345  
AT&T

**Relationships**

 Mom to **Jane Hansen**

 Mom to **Jack Hansen**

 **Marry Jane**  
Female  
February 02, 1985

**Address**  
123 Chino Ave Chino, CA, 91710  
Physical: Yes  
Mailing: Yes

Blue Ribbon Academy

ACCOUNT INFO CHILDREN INFO EMERGENCY CONTACTS REVIEW & SUBMIT

 Mom to **Jack Hansen**

 **Marry Jane**  
Female  
February 02, 1985

**Address**  
123 Chino Ave Chino, CA, 91710  
Physical: Yes  
Mailing: Yes

**Cell**  
(909) 123-7890  
T-Mobile

**Relationships**

 Family Friend to **Jane Hansen**

 Family Friend to **Jack Hansen**

**SUBMIT**

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9. Finally, a confirmation message will appear, and an summary page will be sent to your email.



## Information Submitted Successfully!

Submitted: **Jan 08, 2018 - 12:25PM**

Blue Ribbon Academy may review your information for approval. Please call (1) 909-696-9638 with any questions about the enrollment process.

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

A screenshot of an email client interface. The top bar shows the title "Blue Ribbon Academy Information Summary - Message (HTML)". The interface includes a menu bar with options like "FILE", "MESSAGE", "Ignore", "Delete", "Reply", "Reply All", "Forward", "Meeting", "More", "Quick Steps", "Move", "Tags", "Editing", and "Zoom". The email content is as follows:

Mon 1/8/2018 12:26 PM  
info@myprocare.com  
Blue Ribbon Academy Information Summary

To

Greetings Tom Hansen

Thank you for submitting your information to Blue Ribbon Academy through MyProcare. Here is a summary of your information:

**Date submitted**  
01/08/2018

**Center Information**  
Blue Ribbon Academy  
7041 Schaefer Ave, C/D  
Chino, CA 91710  
(1) 909-696-9638  
[hr@blueribboneducation.org](mailto:hr@blueribboneducation.org)

**Account Information**  
Tom Hansen  
123 Main St  
Chino, CA 91710  
(909)123-4567  
(909)123-1234  
[azeng@ladouble7.com](mailto:azeng@ladouble7.com)

**Child Information**  
Jane Hansen  
Gender: F

Relationships for: Jane  
Tom Hansen  
Lives With, Emergency Contact, Can Pickup  
Alice Hansen  
Lives With, Emergency Contact, Can Pickup  
Marry Jane  
Emergency Contact, Can Pickup

Jack Hansen  
Gender: M

Relationships for: Jack  
Tom Hansen  
Lives With, Emergency Contact, Can Pickup  
Alice Hansen  
Lives With, Emergency Contact, Can Pickup  
Marry Jane  
Emergency Contact, Can Pickup

If any information is incorrect, please contact Blue Ribbon Academy at (1) 909-696-9638.

Once you have confirmed this information is correct, please print, sign and return this form to Blue Ribbon Academy