

HANDS SCHOOL YEAR PROGRAM
(available to children ages 5-12 years old)

REGISTRATION OPENS: June 01 (every year)

REGISTER ONLINE: www.handschildcare.org

CLICK ON: Registration

Parents will need to complete:

STEP 1: *HANDS Financial Contract via DocuSign*

Step 1 will direct you to DocuSign to complete and ID Verification Check, and then to the financial contract to be completed and signed electronically.

- One parent will be Payer 1 and the second parent will be Payer 2. Each payer must have a different email address.
- Parent's employer (name of company) must be listed, along with the employer's phone number, the phone number must be different than the parents cell phone number.
- Self Employed person must list business name as it is verified via website
- **(Two parent households, both parents are required to sign.)**

STEP 2: *PROCARE Parent Portal*

- For a new family it will establish an account with HANDS.
- For a returning family it will direct you to the parent portal. Use the email address you provided HANDS.
- Existing families if you need to **add an additional child**, please call the HANDS Office for assistance (406) 268-3932.

STEP 3: HANDS Office will Call you to Finalize.

Once Step 1 & 2 have been completed, the HANDS Office will process the registration and call to finalize by collecting the registration fee, at that time, the office will let you know what day your child can begin using HANDS.

