



Hello Parents!

Hope Lutheran Preschool uses the Procure Connect App to sign children in and out of our program each day, and as a communication tool between teachers and parents. This is an app that can be downloaded to your phone, and will prompt you to sign your child in or out when you enter our campus. It only takes a few clicks to sign in or out and can be done while you wait in carpool.

You will receive an email invitation from Procure Connect, with instructions for downloading the app and signing into your account. Once you are signed up, be sure to set your location services/gps to “always on”, so that you will be prompted when entering our campus. The sign in/out feature is only accessible when you are on our campus, so you will not be able to sign your child in or out until you enter the church parking lot.

The Procure Connect App is the best way for you to communicate with your child’s teachers, and you can text them through the app at any time. Teachers will also use the app to communicate with parents, so it is important that you download the app as soon as you receive the email invitation.

**** PLEASE NOTE:** the Procure Connect App CANNOT be used to check your balance or pay tuition at this time. You will need to go to www.myprocare.com in order to view balances and pay tuition. ******

If you have any questions, please contact us at preschool@hopelutheranwf.org, or call us at 919-453-0388. Thank you!

To sign your child in or out:

When you enter the Church campus you will receive a notification saying, “Looks like you are in school! Tap the button to sign in”. This will then launch the Procure Connect app. (If you do not see this message pop up, just go to the app and open it manually.) Once the app is open, you will need to do the following:

- Select the **Sign-In Icon** in the upper right hand corner.
- Click the **Sign-In/Out** button. All active children will display.
- Select one or multiple children, then click the **Sign-In** button.
- This will bring up the signature page. Sign your name and click Done. If the sign-in was successful, a message will display in green and the sign-in date and time will display below the child's name.
- At pick up you will follow the same instructions to sign your child out.

