

## NEW FAMILIES

- Copy and paste the following link into your browser:  
<https://www.cbsd.org/site/default.aspx?PageID=330>
- Click on the “New Families” link and follow prompts.
- Once you have completed the registration, you will receive an email with your forms attached. Review the information and sign in 6 places. These forms along with a School Age Physical including Immunizations can be emailed to [childcare@cbsd.org](mailto:childcare@cbsd.org) . Once we receive the forms, we will process the registration.
- **You are not registered until you do the above and receive a confirmation email.**

## RETURNING FAMILIES

- You must register every year.
- Copy and paste the following link into your browser:  
<https://www.cbsd.org/site/default.aspx?PageID=330>
- Click on the “Returning Families” link and follow prompts.
- You will need to log back into your Procare account (<https://connect.schoolcareworks.com/login.jsp> ) account and click on the Personal Block. There you will see your children’s information summary. The bottom right corner of your child’s picture you will find INFORMATION RECORD PDF. That is where the two forms are located.
- Review the information and sign in 6 places. Email forms to [childcare@cbsd.org](mailto:childcare@cbsd.org). Once we receive the forms, we will process the registration.
- **You are not registered until you do the above and receive an confirmation email.**