



Dear parent/guardian,

Little Forest Playschool is pleased to offer **MyProcure**, a free online portal for you to access account information and easily pay tuition. MyProcure is safe, secure and created with your convenience in mind. We are no longer with Smartcare so this is our new system! EVERY parent needs to switch to this program.

**Log in today!**

1. Go to [MyProcure.com](http://MyProcure.com).
2. Enter your email address (the email you have on file with Little Forest Playschool) and choose **Go**.
  - If you don't have an email with us, you will not be able to register until we have your email in our system
  - If you share an email with your spouse or another family member, only one person will be able to register under that email
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. Then you may:
  - View your child's schedule, time card, immunizations and more!
5. Making payments is EASY!
  - You may pay with cash, check, ACH or C/C
  - Use the **Pay** button to make a payment with your C/C
    - If you pay with C/C there will be a 2% card processing charge per transaction

If you have any questions please contact the office at 505-662-5895 or email us at [april.wade@littleforestplayschool.org](mailto:april.wade@littleforestplayschool.org).

Thank you!

April Wade  
Executive Director