

CHILDCARE REGISTRATION INSTRUCTIONS

Childcare Registration:

- All children 6 weeks old and up must use child care during class time.
- Childcare is available for children 5 years old and younger who will regularly be using childcare.
- If you have a child that is registered in school but occasionally has a day off during your class time, please talk to your class leader about child care options for those times. Please do not register this child to use International Friends childcare.
- Please indicate what classes you need childcare for on the International Friends Class Registration Form
- If you are pregnant and will want to use childcare after your baby is born, please indicate this on the International Friends Class Registration Form. After you have your baby, we will place you first on the waiting list for the next available childcare spot.

Childcare fees:

1 or 2 classes \$186.00 (it does not matter how many children you have).
3 or 4 classes \$372.00 (it does not matter how many children you have).

If you are **accepted** into class and need childcare, you will receive an invoice by email when you are accepted into class. Payment information and **due date** will be listed on the invoice.

There are 2 payment options.

If you pay for the entire year **1 payment**, the cost is \$186.00 (1 or 2 classes) or \$372.00 (3 or 4 classes) .
If you want to pay by semester, **2 payments** (September to end of January and end of January to May), the cost is \$93.00 (1 or 2 classes) or \$186.00 (3 or 4 classes) per semester.

The actual cost for childcare is \$420.00 (1 or 2 classes) or \$840.00 (3 or 4 classes) per family. St. Matthew will pay 66%, \$234.00 (1 or 2 classes) or \$468.00 (3 or 4 classes) of this actual cost, so that you only have to pay 34% \$186.00 (1 or 2 classes) or \$372.00 (3 or 4 classes).

It is very important that you only register for classes that you will attend regularly. If accepted into childcare, it is very important that you tell childcare if you will be absent, on vacation, or no longer need to use childcare. Please be respectful, and help St. Matthew so that we do not have to schedule workers on days you will be absent from childcare.

If you are accepted into class(es) any other time than September, you will receive a pro-rated invoice.

If you are accepted into class and need childcare, and we do not receive payment for the child care fee by the due date on the invoice, your child care spot(s) will be given to someone else. The fee is non-refundable and non-transferable.

If the St. Matthew buildings are closed due to anything regarding COVID 19, International classes will be cancelled. The weeks not used in childcare will be refunded at the end of the 2021/2022 school year.

If you have any questions or concerns about these policies, please contact us!