

2024-2025 CHILDCARE REGISTRATION INSTRUCTIONS

Childcare Registration:

- All children 6 weeks old and up must use childcare 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 childcare 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.
- There is NO CHARGE for childcare for Bible Classes.
- **Childcare fees are not refundable or transferable.**

Childcare Fees (2 payments):

\$150.00 September - January

\$150.00 January - May

Fees are **PER CHILD** for **EACH CLASS** you need childcare.

If you are **accepted** into class and need childcare, you will receive an invoice by email. Payment information and due **date** will be listed on the invoice. It is **very** important that you pay your invoice on the due **date** listed.

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

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