

SYCAMORE - EXTENDED CARE PAYMENTS

Dear Parents,

Reminder, we will not send home Extended Care bills. To view your bill, log in to your Sycamore account and use the following steps:

1. Go to My Accounting on the left of the screen, in the blue section under the St. John's logo.
2. Click on Summary. A list of your accounts will appear on the screen.
3. Click on Childcare to see a detailed view of your bill.

Charges will be entered into the system each week. Any charges that occur during the week will be updated and in the system by the following Monday.

Payments

Please send the payment in an envelope marked "Extended Care" with your child's name. Payments can be sent in your child's take home folder, dropped off in the payment box in the school office or in the mail slot outside the main school doors (on Park Road). If you would like your credit card to be automatically billed each month, please contact Extended Care.

Due Dates

While charges will be entered in the system each Monday, you may choose to pay them on a weekly or monthly basis. Ultimately, the previous month must be paid by the **15th** of the following month to avoid late payment fees. (i.e. September payment is due by October 15th) If payment is not received by the 19th of the month, the credit card on file will be charged on the 20th and a \$10 late fee will be applied. Families that are not current on their payments will not be allowed to use Extended Care.

Fees

Please be advised that there will be a \$10 penalty added to your account if you do not sign your child up in advance, OR do not cancel in advance. You can sign your child up and/or cancel by contacting us at (708)354-1690 x 288, or extcare@stjohnslagrange.org. Please give us as much advanced notice as possible.

Please contact Extended Care at (708)354-1690 x288, extcare@stjohnslagrange.org with any billing or sign up questions.

