



# 2021-2022 Registration Requirements New Families

All new families must register in person. The following documents must be presented at the time of registration:

- 1. A copy of the child's Birth Certificate**
- 2. Recent Report Card, Standardized Test Scores and any other documentation pertaining to your child's academics or learning needs for students in grades K thru 8.**
- 3. A Non-Refundable Registration Fee of \$275 per student. The registration fee includes Home and School Association fees, books, supplies and technology.**

Your child's Registration will be finalized upon approval of the principal and the receipt of the following documents by the school:

- A copy of the child's Baptismal Certificate and verification of reception of any additional Sacraments, if applicable.
- A copy of the child's most recent Immunization Records.
- Proof of participation in your Parish within the Archdiocese of Newark if registering as a Supporting Family (Grades K-8 only).

Health forms are to be completed and signed by your physician. You may use the Physical Examination Report contained in this packet or one provided by your physician. All health forms are due in the School Office no later than August 1, 2021.

## **Age Requirements:**

- All Children entering Pre-Kindergarten 3 must be three years old on or before October 1, 2021 and be toilet trained.
- All Children entering Pre- Kindergarten 4 must be four years old on or before October 1, 2021 and be toilet trained.
- All Children entering Kindergarten must be five years old on or before October 1, 2021.



## 2021-2022 Tuition & Fees (Please retain this sheet for your Records)

**PAYMENT OPTIONS:** Tuition will be collected using the FACTS Tuition Management System by one of two ways:

- 1) **In Full** – One-time payment in full by June 1, 2021 receiving a 3% discount
- 2) **11 Equal Monthly Payments** – beginning July 1, 2021 (must be paid in full by May 3, 2022)

Kindergarten – Grade 8			
		Tuition Paid Monthly	Tuition Paid in Full by June 1, 2021
<b>Supporting Families*</b>	1 Child	\$5,920	\$5,742
	2 Children	\$10,360	\$10,049
	3 Children	\$13,820	\$13,405
<b>Non-supporting Families*</b>	1 Child	\$7,130	\$6,916
	2 Children	\$11,365	\$11,024
	3 Children	\$14,920	\$14,472

\* **Supporting families** are those who actively participate in their parish within the Archdiocese of Newark. The Non-supporting Family Rate will be automatically applied until we receive your completed Verification of Active Status Form (see page 5 of Registration forms). Please note that you are responsible for ensuring the school office receives a completed form in order to be eligible for the Supporting Family Rate.

Pre-K3 & 4		
	Tuition Paid via FACTS	Tuition Paid in Full by June 1, 2021
<b>5 Full Days</b>	\$6,700	\$6,499
<b>5 Half Days</b>	\$5,905	\$5,728

– FEES – REGISTRATION FEES ARE NON-REFUNDABLE!	
<b>Registration Fee per Student</b> Fee includes Home and School Association dues, books, supplies and technology fees. The registration fee is non-refundable.	<b>\$275 per student</b>
<b>Raffles</b> In an effort to maintain our quality educational programs and reasonable tuition rates, each family is required to participate in raffles incorporated throughout the 2021-22 school year in the amount of \$300 for K-8 families and \$150 for PreK-only families. Families may choose to pay a buyout in the same amount.	<b>\$300 K-8 /            \$150 PreK Family Only</b> <i>through raffle participation            in 2021-22 school year</i>
<b>8<sup>th</sup> Grade Graduation Fee</b>	<b>\$300 per 8<sup>th</sup> Grader</b> <i>charged via FACTS</i>
<b>PreK / Kindergarten Supply Fee</b>	<b>\$35 per PreK/Kindergarten Student</b> <i>charged via FACTS</i>



# 2021-2022 Registration (page 1 of 4)

## - Student Information - PLEASE PRINT CLEARLY

Please complete the information below for all of your children who you are registering to attend Corpus Christi School for the 2021-2022 term in **Grades K- 8:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade (9/21): \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade (9/21): \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade (9/21): \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade (9/21): \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Please complete the information below for all of your children who you are registering to attend Corpus Christi School for the 2021-2022 term in **Pre-Kindergarten:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade: Pre-K 3 or 4 - Full Day / Half Day (Please Circle One for grade and one for session)

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade: Pre-K 3 or 4 (Please Circle One) – Full Day or Half Day (Please Circle One)

Address: \_\_\_\_\_



# 2021-2022 Registration (page 2 of 4)

## - Family Information -

*Please provide the information below pertaining to the Parent/Guardian of the student(s) you are registering in Corpus Christi School.*

**\*\*PLEASE PRINT CLEARLY especially email addresses. Thank you!**

Father's First/Last Name: \_\_\_\_\_

Mother's First/Last Name: \_\_\_\_\_

Primary Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

### Parent Information

Father's Occupation: \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Father's Day/Work Phone: \_\_\_\_\_

Father's Cell: \_\_\_\_\_

Father's E-Mail: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_

Mother's Employer: \_\_\_\_\_

Mother's Day/Work Phone: \_\_\_\_\_

Mother's Cell: \_\_\_\_\_

Mother's E-Mail: \_\_\_\_\_

## - Emergency Information -

Please list 3 emergency contact numbers:

1. Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

3. Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Cell: \_\_\_\_\_



## 2021-2022 Registration (page 3 of 4)

### – Student Release –

*Please list individuals (other than parents, unless otherwise advised) authorized to pick up the student from Corpus Christi School:*

Individual \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Individual \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Individual \_\_\_\_\_ Relationship to Student \_\_\_\_\_

### – Legal & Custody Issues –

Are there any legal or custody issues and/or restrictions regarding the student: Yes \_\_\_ No \_\_\_

If you answered yes, please call the office to set-up an appointment with the principal and provide her copies of the court mandated documents.

### – Parish Information –

Please list the Church in which you are a supporting parishioner in the Archdiocese of Newark, NJ, and also complete additional form included in this packet in its entirety

Church: \_\_\_\_\_ Town: \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_



## 2021-2022 Registration (page 4 of 4)

### – Parent/Guardian Acknowledgement –

I/We acknowledge that the information provided is current and accurate:

Parent/Guardian Names: \_\_\_\_\_

Mother Signature: \_\_\_\_\_

Father Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***For Office Staff Use Only***

Amount Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_ Date Processed: \_\_\_\_\_



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## VERIFICATION OF ACTIVE PARISHIONER STATUS

The cost of Catholic education continues to rise each year. Corpus Christi will make every effort to continue to subsidize families who actively participate in their parish. To be eligible for the supporting archdiocesan tuition rate, **you must return this form to the school office no later than March 1, 2021** with the signed approval of your local pastor. **Otherwise, in accordance with Archdiocesan guidelines, you will be billed at the non-supporting tuition rate.**

Our family is a registered member of:

Name of Church: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

If your family contributions, (i.e. envelopes or egiving) are under a maiden or other name please provide that name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby certify that the above named family is eligible for the supporting/active archdiocesan tuition rate at Corpus Christi School during the 2020/2021 school year.

Pastor's Signature: \_\_\_\_\_

(PARISH SEAL)

Parish: \_\_\_\_\_

Date: \_\_\_\_\_

**\*NOTE:** Active parishioner status can be determined by presence at weekly Mass, consistent participation in weekly offering, and/or ministry participation.



## 2021-2022 Financial Obligation Policy (page 1 of 3)

*Please fill out and sign this Financial Obligation Policy and return in its entirety (pages 1 through 3).*

Corpus Christi School funds its quality Catholic education program through tuition and support from the Archdiocese of Newark. When registering your child at Corpus Christi School, you agree to make timely payments in accordance with the Corpus Christi Financial Obligation Policy.

### **Tuition and Fees**

Tuition will be collected using the FACTS Tuition Management System to make 11 monthly payments or a onetime payment as described herein. The FACTS system provides payment options with your credit card (2.85% service charge) or automatic deduction from a bank account. The FACTS yearly enrollment fee is \$41 payable to FACTS. Tuition payments are payable in eleven (11) equal installments on the first of each month beginning July 1, 2021 and ending on May 3, 2022. Families also have the option of paying in full by June 1, 2021. By paying your tuition in full by June 1st you receive a 3% discount on your child(ren)'s total tuition. **All tuition payments must be completed by May 3, 2022.** For returning families the registration fee of \$275 per student will be charged and billed via FACTS on February 15, 2021. **The school office is unable to accept tuition payments. All payments must be made through FACTS.**

**The Archdiocese of Newark Schools Office tuition policy requires families to be current on tuition and fees. Also, students of families who are more than 30 days past due for tuition for the 2020-2021 school year will not be guaranteed placement for the 2021-2022 school year. Corpus Christi School for the 2021-2022 school year reserves the right to discontinue educational services for any account that is past due in excess of 30 days.**





## 2021-2022 Financial Obligation Policy (page 2 of 3)

### Supporting Family and Non-supporting Family Tuition Rates (K-8)

The Archdiocese of Newark oversees the operation of all schools as part of the "Lighting the Way" program. As part of this program, the Archdiocese subsidizes the operations of Corpus Christi School as well as provides a discounted tuition rate for families who also are active parishioners in any parish within the Archdiocese of Newark. Parishioner status will be determined by the individual pastor within the parish where the family participates.

Families who are not supporting members of Corpus Christi Parish or another Parish in the Archdiocese of Newark are not eligible for the Supporting Family Tuition rate.

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*\* Supporting families are those who actively participate in their parish within the Archdiocese of Newark. The Non-supporting Family Rate will be automatically applied until we receive your completed Verification of Active Status Form (see page 5 of Registration forms). Please note that you are responsible for ensuring the school office receives a completed form in order to be eligible for the Supporting Family Rate.*

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<b>8<sup>th</sup> Grade Graduation Fee</b>	\$300 per 8 <sup>th</sup> Grader charged via FACTS
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# 2021-2022 Financial Obligation Policy (page 3 of 3)

## Current Graduating Class

All tuition and fees must be paid in full by May 3, 2022 in order for graduating students to participate in graduation activities and ceremonies. Tuition and fees paid after May 3, 2022 but before graduation must be made in cash or money order.

## Tuition Agreement:

I/We agree to pay tuition for our child/ren as outlined on page 2 of this document.

Family Name: \_\_\_\_\_

# of children Grade K-8: \_\_\_\_\_

# of children in PreK3 \_\_\_\_\_ (check one:) \_\_\_\_\_ Half Day \_\_\_\_\_ Full Day

# of children in PreK4 \_\_\_\_\_ (check one:) \_\_\_\_\_ Half Day \_\_\_\_\_ Full Day

*(Any family with 4 or more children enrolled in K-8 simultaneously pay a maximum of the 3<sup>rd</sup> child rate for tuition, however, registration fees are required for each child.)*

**ALL FORMS IN THIS DOCUMENT MUST BE COMPLETED IN ORDER FOR YOUR CHILD/REN TO BE REGISTERED.**

**As a reminder, families are required to update all information on file with FACTS online at <https://online.factsmgt.com> BEFORE May 1, 2021.**

**We agree to comply with the Corpus Christi Financial Obligation Policy for the 2021-2022 school year and agree to make payments and pay all tuition by May 3, 2022.**

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*\*Please return all three pages in their entirety\*\*\***



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Corpus Christi School

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### PHYSICAL EXAMINATION REPORT

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Health History \_\_\_\_\_

Chicken Pox \_\_\_\_\_ Cancer \_\_\_\_\_ Fractures \_\_\_\_\_ Blood Disorders \_\_\_\_\_

Diabetes \_\_\_\_\_ Orthopedic Disorders \_\_\_\_\_ Strep Infection \_\_\_\_\_

Asthma \_\_\_\_\_ Defective Hearing \_\_\_\_\_ Rheumatic Fever \_\_\_\_\_

Epilepsy \_\_\_\_\_ Defective Speech \_\_\_\_\_ GI Disorders \_\_\_\_\_

Allergies \_\_\_\_\_ Operations \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Pulse \_\_\_\_\_

Vision: R \_\_\_\_\_ L \_\_\_\_\_ Both \_\_\_\_\_ Glasses Needed \_\_\_\_\_

Hearing: R \_\_\_\_\_ L \_\_\_\_\_

Head and Neck \_\_\_\_\_ Lungs \_\_\_\_\_ Extremities \_\_\_\_\_

Nose \_\_\_\_\_ Heart \_\_\_\_\_ Neurological \_\_\_\_\_

Eyes \_\_\_\_\_ Abdomen \_\_\_\_\_ Urinalysis \_\_\_\_\_

Ears \_\_\_\_\_ Back \_\_\_\_\_ Hemoglobin/Hematocrit \_\_\_\_\_

Throat \_\_\_\_\_ Genitalia \_\_\_\_\_ Scoliosis Screening \_\_\_\_\_

Chest/Breast \_\_\_\_\_ Hernia \_\_\_\_\_

Allergic to Medication: Yes \_\_\_ No \_\_\_ If "Yes" type of medication \_\_\_\_\_

MMR \_\_\_\_\_ Measles \_\_\_\_\_ Mumps \_\_\_\_\_ Rubella \_\_\_\_\_ Booster \_\_\_\_\_

DPT \_\_\_\_\_ TDAP \_\_\_\_\_ Polio \_\_\_\_\_ Varicella \_\_\_\_\_

HIB \_\_\_\_\_ Pneumonia \_\_\_\_\_ Hepatitis B \_\_\_\_\_ Meningitis \_\_\_\_\_ Influenza \_\_\_\_\_

Does the student require medication? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Mediation \_\_\_\_\_

If yes, a physician's note is needed with diagnosis, name of medication and when it should be administered.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Census

Dear Parents/Guardians,  
Please take a moment to help us with the following information. We are **required** by the Archdiocese to provide current data.

Family Name \_\_\_\_\_

We have # \_\_\_\_\_ child/ren in K – 8 at Corpus Christi

We have # \_\_\_\_\_ child/ren in the Pre-K at Corpus Christi

1. Our family is Catholic: \_\_\_\_\_ or Non-Catholic: \_\_\_\_\_
2. Our family is registered at Corpus Christi Parish YES \_\_\_\_\_ NO \_\_\_\_\_
3. If you answered “no” to number 2 above, please name your current Parish if applicable.

Name of Parish: \_\_\_\_\_

4. Our child/ren’s ethnic background is (check one):

Hispanic \_\_\_\_ Non-Hispanic \_\_\_\_

5. Our child/ren’s race is (check one):

Native American \_\_\_\_

White \_\_\_\_

Asian \_\_\_\_

Two or more races \_\_\_\_

Black \_\_\_\_

Unknown \_\_\_\_

Native Hawaiian/Pacific Islander \_\_\_\_

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*Thank you for your cooperation. This information is for Census purposes only.  
Please return as soon as possible.*



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## FACTS Tuition Management Program

Tuition will be collected using the FACTS Tuition Management System by making 11 monthly payments or a one-time payment as described herein.

- The FACTS system provides payment options with your credit card (2.85% service charge) or automatic deduction from a bank account.
- The FACTS **yearly** enrollment fee is approximately \$41 payable to FACTS at the time of registration for the new school year.
- Tuition payments are payable in eleven (11) equal installments on the first of each month beginning July 1, 2021 and ending on May 1, 2022.
- Families also have the option of paying in full by **June 1, 2021** or at the time of registration. By paying your tuition in full by June 1, 2021 or at the time of registration you receive a 3% discount on your child or children's total tuition.
- **All tuition payments must be completed by May 3, 2022** no matter when you commence payment.
- **The school office is unable to accept tuition payments. All tuition payments must be made through the FACTS system.**

**New families must register on FACTS no later than March 1, 2021 or at time of registration.**

**You can do this in one of two ways:**

WEBSITE: <http://online.factsmgt.com>

PHONE: 866-441-4637



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## 2021-2022 Uniform Information

<p><b>PreK 3 &amp; 4</b></p>	<p><b>Fall and Spring:</b> Navy gym shorts and gold t-shirt   <b>Winter:</b> Navy sweatpants/leggings and sweatshirt</p>
<p><b>Gr K-3</b></p>	<p><b>Fall and Spring:</b> Short sleeve WHITE polo shirt and khaki shorts or skirt, white socks, white sneakers   <b>Winter:</b> Long (or short) sleeve WHITE polo shirt, khaki pants or plaid jumper for girls, navy/black socks, navy/brown shoes   <b>Gym:</b> Navy gym shorts, gold t-shirt, navy sweatpants and sweatshirt (depending on season), sneakers</p>
<p><b>Gr 4-8</b></p>	<p><b>Fall and Spring:</b> Short sleeve NAVY polo shirt and khaki shorts or skirt, white socks, white sneakers   <b>Winter:</b> Long (or short) sleeve NAVY polo shirt, khaki pants or skirt, navy/black socks, navy/brown shoes   <b>Gym:</b> gym shorts, shirt, sweatpants and sweatshirt (depending on season), sneakers</p>



**Mr. G's Embroidery in Kearny, NJ** is  
 Corpus Christi School's official uniform supplier.  
*Uniforms may be purchased in-store or online!*

**In-store:**

713 Kearny Avenue – Rear Unit, Kearny, NJ 07032  
 (Enter on Magnolia Avenue)  
**201-991-0030**

**Online:**

website: **www.ccsuniformstore.com**  
 password: **cougar**

Uniform categories listed along the top of the webpage.



# Extended Care Program

The Corpus Christi School Extended Care Program is offered for students enrolled in grades **Pre-K 3, Pre-K 4 and Kindergarten through 8<sup>th</sup>**. The program is focused on assisting those parents who are in need of safe and quality care for their children before and after school hours.

## BEFORE SCHOOL CARE:

**Pre-K 3 & Pre-K 4**            **7:00am - 8:00am – \$8.00**  
**Kindergarten – 8**        **7:00am - 7:40am – \$8.00**

## AFTER SCHOOL CARE:

The **After School Care** session begins immediately after classes are dismissed. This is a semi-structured program. Upon arriving and “settling in,” the children may enjoy a **snack/drink provided from the home.**

The Extended Care Program will allow time for **homework and study** and reading time as well as playtime activities. Children may bring in appropriate toys/games and tablets from home as well. Please know they are responsible for their own belongings. CCS will not be held responsible for lost, damaged or stolen items.

The availability and costs for **After School Care** sessions are as follows:

<u>Pre-K 3 &amp; Pre-K 4</u>	<u>Kindergarten – 8</u>
2:30pm - 3:30pm – \$10.00	2:45pm - 3:30pm – \$10.00
2:30pm - 5:00pm – \$15.00	2:45pm - 5:00pm – \$15.00
2:30pm - 6:00pm – \$20.00	2:45pm - 6:00pm – \$20.00

On a Noon dismissal day aftercare will only run until 4:00pm, the cost for all students is:

**12:00pm - 3:00pm – \$25.00**  
**12:00pm - 4:00pm – \$30.00**

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**For multiple child families participating in extended care a 25% discount will be offered for 2 or more children from the same family.**

**ALL CHILDREN MUST BE PICKED UP BY 6:00 PM.** If you cannot be at the school by 6:00 PM, you must arrange an authorized person to pick up your child. If you pick up your child after 6 pm, a late fee of \$10 will be charged for each additional 10 minutes.

**THERE WILL BE NO AFTER CARE ON HALF DAYS BEFORE MAJOR HOLIDAYS (Thanksgiving, Christmas, Easter etc...).**

The Extended Care Program for all students will be held in the upper cafeteria in the Big School.

The fees for the Extended Care Program are to be paid as billed via *Smart Care*. Information on *Smart Care* on backside of this sheet.



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## Extended Care SmartCare Payment System

SmartCare is a cloud-based solution that enables parents, center directors and teachers to be connected in real-time through your own mobile devices and via web portal. SmartCare serves as our School's Extended Care management software and we want to be sure that you understand what this means for you:

**Sign Out Kiosk:** This allows you to use your mobile devices to seamlessly scan your children out of the extended care program with a unique QR code. You will also use the key tag QR to set up a numerical passcode. You will be able to share the code with an authorized pick up person via text.

**Mobile Features:** Check communications, receive notifications, view billing account information, pay your Extended Care balances...all on the app!

**Manage Billing!** View and pay by debit / credit card (2.85% fee) or by checking account (no fee) on the Parent App or via the Parent Web Portal. Because SmartCare is cloud-based, when payments are processed the center will update in real time!

### It is so easy to start using SmartCare!

- 1) Once you are enrolled in CCS Extended care you will receive an email from SmartCare Services to set up your account. Please make sure we have your correct email address on file.
- 2) Download the SmartCare app on your mobile device from the App Store or Google Play and begin receiving updates from SmartCare
- 3) Once you receive an email invoice you can pay online through SmartCare. Payments are made monthly and invoices will be emailed from SmartCare on or about the first day of the month. No payments can be made to the school.

If you should have any questions regarding your invoice or the SmartCare program please email Michele Donovan, the CCS Extended Care Director at [mdonovan@corpuschristischool.net](mailto:mdonovan@corpuschristischool.net).

Thank you!