



**Creative Christian Childcare
& School**



ChildCare

Putting child care payments in your hands

CHECK LIST

If you receive Child Care Subsidy from the Department of Children and Families, then starting February 1, 2017, you will be responsible for paying your child's tuition costs with the use of the **MyWICChildCare Subsidy Debit Card**.

Please read the following **steps** closely to insure that your child continues to be eligible for enrollment at our Childcare Center. If you have any questions regarding your MyWICChildCare Subsidy Payments, please don't hesitate to contact Pastor Tom Wilke directly at: **414-305-4694**.

Step 1 Review the Center's current **Tuition Rate Sheet** (listed on other side) so you know how much your child's weekly education is.

If your Monthly Subsidy is less than the tuition, contact the Pastor Tom to see if you are responsible for all or part of the balance.

Step 2: Follow the instructions in the **MyWICChildcare Brochure** (enclosed) to make sure your EBT (Electronic Benefits Transfer) Card is activated before Feb.1st.

Step 3: Complete & sign The Payment Agreement Schedule (enclosed) and mail or return in person to Pastor Tom no later than **January 2017**.

Payments can be made either MONTHLY or WEEKLY.

A. MONTHLY - The **First Day** of the Month.

B. WEEKLY - The **Friday BEFORE** the school week.

Payment methods include:

PAYING ONLINE

PAYING OVER THE PHONE

PAYING ON SITE

(A LATE FEE OF \$50 WILL BE ASSESSED ON PAYMENTS TWO WEEKS PAST DUE)