



**ACCREDITING  
ORGANIZATIONS**

Youngstar  
AdvancED/North Central  
School Accreditation

**SPONSOR**

Felician Sisters

**PATRON**

St. Joseph Woman's Club

## **IMPORTANT INFORMATION FOR PARENTS RECEIVING W2 CHILDCARE**

- **Parents should have received a W2 debit card and a letter from W2 stating how much W2 will be paying for your childcare.**
- **Please activate your debit card from W2. Please verify that St Joseph Academy 1600 W Oklahoma Ave is listed as your provider.**
- **Parents are now responsible for paying the W2 Payment AND the Parent Payment of their bills.**
- **You pay your Parent payment portion the same way that you always have, at the Reception Desk.**
- **You can pay the W2 portion by computer or phone using your new debit card from W2. You can use your own computer or phone, or you can use the computer we have in the lobby.**
- **We would prefer that you pay your W2 portion weekly. Please be aware that if you choose to pay the full monthly amount at once it may look like you have a credit balance and that you do not need to make your Parent Payment. This is not true, you are still responsible for paying your Parent Payment.**
- **If you do not pay your Parent and W2 portion every week, you may have your children terminated from the center.**
- **We strongly suggest that you bring your W2 letter to Jean in Billing. She will then let you know how much your weekly Parent Payment portion is and how much your weekly W2 payment portion is. If you do not bring in the W2 letter you will not be able to receive any discounts, such as, Early Headstart, Headstart, Employee discount, Sibling discount or any credits such as, Scholarships or Vacation Day credits. You need to bring in the letter each month, as the amount may change monthly.**
- **Please contact Jean in Billing, 414-645-5337, ext. 233 with any questions.**

Thank You