

## **Child Care at The NEST**

Where applicable, Lunch & Care at Holy Spirit is also billed through Procure, unless your child is enrolled in all-day, 5-day per week preschool program. (If your child attends Monday through Friday 8:45 a.m. – 3:30 p.m., Lunch & Care is included in your tuition.)

In order to meet our licensing requirements, it is imperative that **schedules for childcare are submitted to Becky Murphy via email** by the scheduled submission date for each 2 week cycle (see Procure Initialization below).

Schedules cannot be submitted or altered through Procure. It is mandatory to meet this deadline to maintain licensing requirements for staffing. **We cannot accept late requests unless it is due to a family emergency.**

Schedules are submitted to Becky Murphy at [rmurphy@rcsmn.org](mailto:rmurphy@rcsmn.org). To initialize your Procure account and to see the dates for schedule submissions, billing, and payments, click on the Procure Initialization button below. To have your payment automatically withdrawn as a more convenient way to pay, click on the Auto Payment button, complete the form, and scan to Becky Murphy at [rmurphy@rcsmn.org](mailto:rmurphy@rcsmn.org) to set up your auto payment.