

Mary of Nazareth Extended Care
Registration Instructions
All Families Must Register Each Year

- Determine your family's extended care program option. The program options are described in more detail on the "Hours and Rates" page [HERE](#).
- **New Family Account Set Up is [HERE](#).** After creating an account and logging in with the provided verification code, you will select the "view" button for available registrations. This is found under "Alerts."
- **New and Returning Account Registration is [HERE](#).** Register the first child in your family by clicking "select programs" then "register." At this point, you will input the child's information. Upon completion you can register additional children, if necessary.
- On the Account Questions page each child you have registered will be listed and you will choose your family's extended care program option from the available contract choices or drop-in option. After completing your Account Questions, you will be prompted to progress to payment. Enter your credit card information and select "Pay Now" to complete your extended care registration. *Note: if you are not charged the registration fee during the registration process, it will be posted to your account.*
- **REQUIRED:** Complete MSDE Office of Child Care Emergency Form for each child [HERE](#). Email the completed form to extendedcare@maryofnazareth.org or send to the front office, attention: Extended Care.
- **Optional:** Complete Tuition Express form for automatic monthly payments [HERE](#).