



Dear K3 Parent(s):

Welcome to St. Marcus' K3 program! There are two ways your child's tuition can be paid: personal payments or Wisconsin Shares child care subsidy. If your child is authorized for day care hours please use the info below to initiate or transfer your day care authorization to St. Marcus.

1. St. Marcus' Provider Number: **4000586864**
2. Location Number: **002**
3. You may apply for authorization by calling 1-888-947-6583 or by going to:

*Department of Children and Families
1220 W. Vliet St. 2nd Floor, 200 East
Milwaukee, WI 53205*

4. Please have day care authorization start by the first date of his/her attendance. * If you are told that your authorization will go into effect after the first day of school ask your caseworker to back date it.
5. A family is required to pay the stated co-payment amount.
6. Any unauthorized hours will be billed and payments should be made in the business office. Unpaid invoices can lead to contract termination.

If you have any further questions or need more clarification, please call Rachel Guenther at (414-403-8959) or April Richter (414-336-5567).

God's Blessings,

Rachel Guenther/Rachel.guenther@stmarcus.org
K3 Program Assistant Director

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Principal of North Campus