



September 2019

Dear SCC Nursery School Parents,

In our August mailing we sent you information about SCCNS' decision to procure Curacubby, an easy to use cloud-based solution to help **streamline the registration, invoicing and payment process.**

To get acquainted with the system and to prepare for the first billing cycle:

1. Please take a moment to **login to your account** by resetting your password here: <https://sccnurseryschool.curacubby.com>. We've pre-loaded your email address and your family information. Click "Reset my password" and then enter your email address and then click "Reset Password". (If you can't find the reset password email in your inbox, please check your spam folder. If you still can't find your reset password email, please email support@curacubby.com).
2. Once you are into the system, please **review your information, and your child's profile** to make changes as necessary. To make changes click the "edit student" icon in your child's profile and click "save" when you are done editing.

Please feel free to **upload a photo of your child**, should you so desire. Next, review and edit your **contact list** as needed. Note which contacts are authorized as emergency contacts (it is preferable that emergency contacts are local) and which contacts are authorized to pick up/drop off your child at school programs. Kindly double check that your **pediatrician's name and telephone number** is entered correctly. Note any medical conditions in the appropriate section. Finally, click "save".

Immunization forms will not be uploaded on Curacubby, but will still be handled manually. If you have not already done so, please give your **child's up to date Immunization Form to Melissa.**

3. **Please set up an online payment method (Pay-By-Bank or Pay-by-Credit-Card) to easily pay and manage your tuition.**

- **Pay-By-Bank is free.** The one-time setup wizard only takes minutes. **We do encourage you to set up Pay-By-Bank as soon as you receive this email** by clicking on your name (in the upper right hand corner), clicking on Billing, and then clicking on Add Bank Account. Please note that the ACH Authorization form does not bind you to an automatic recurring payment. The ACH Authorization form is meant to permit our processor to pull funds from your bank account **when you actively click** “Pay by Bank”.
- **Pay-By-Credit Card incurs a fee.** Please note that credit card payments incur a convenience fee of 2.9% plus 55 cents.

Of course, you can continue to pay by check if you choose, **but you are required to use Curacubby to access your tuition invoices and statements.**

Please make sure any e-mails from Curacubby are not going into your spam by marking them as safe!

Receipts for your FSA account and for tax purposes can be generated by the parent at any time. After invoices are paid, it shows as “PAID” and includes the date, student name, school tax ID and service description. Receipts can be filtered by date range.

If you need technical help, please email our friends at Curacubby at: support@curacubby.com. Please email scnnsfinance@gmail.com if you have any other questions.

Sincerely,

Melissa

Melissa DiCostanzo
Scarsdale Congregational Church Nursery School Director