



Parents and Guardians,

Welcome to RiverTree and LifeCubby! Once we finish processing your child's enrollment forms, you will receive an important email from LifeCubby stating that we have added your child to our LifeCubby account. **DO NOT DELETE THIS EMAIL.** It will contain your account login username and password.

LifeCubby is web-based software and app that we use to connect you to your child's daily activities, menus, messages, and attendance via the free LifeCubby Family app. With your same login information, you will be able to create, view, and print statements as well as make payments online at your convenience on the **LifeCubby website.**

Although we accept cash and checks for payments, we encourage all families to enroll in the EFT/automatic withdrawal payment plan. It is the easiest way to pay weekly tuition and keep your payments up to date. To enroll you must follow the instructions below AND make your child's FIRST TUITION PAYMENT. If you have more than one child enrolled, you must make each child's payment individually. Please do not make one lump sum payment for multiple children.

Set up must be done on the web using Google Chrome or Firefox web browsers. It is not supported on the app.

1. Go to <https://www.lifecubby.me/index.php>
2. Click the "Parent Login" button located in the top right corner of the screen.
3. **Enter the username and password assigned to you. (Found in the initial email you received from LifeCubby.)**
4. From the "Admin" dropdown menu, select "Manage My Tuition."
5. Select "Capture a Payment" and enter the credit card/account information you wish to keep on file.
6. Click "Save My Payment Information."

Once set up and you have made your first week's tuition payment, we will be able to begin withdrawing future payments every Wednesday morning. Please note your weekly tuition fee auto-posts to your account every Thursday for the upcoming week.

Please email or call the school office if you have any questions.