



ST. MATTHEW CATHOLIC SCHOOL

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Dear Parents and Guardians:

Re: Introducing RYCOR Online Payments

St. Matthew Catholic School is pleased to advise that RYCOR Online Payment Option is now available. This convenient new tool is accessible through the PowerSchool Parent Portal. Payment methods include Visa, Visa Debit MasterCard and Debit MasterCard. Please note: Interac Debit cards cannot be processed at this time.

How do I use RYCOR Online Payments?

RYCOR can only be accessed via PC/Tablet-It does NOT work on the PowerSchool app.

1. Visit St. Matthew Catholic School website. <https://www.stmatthewcatholic.ca/>
2. Click on the sidebar link to access PowerSchool.
3. Sign in using your PowerSchool Username and Password. If you are having problems logging in or cannot remember your password, please call the office. 403-845-2836
4. Click on the link "School fees and forms" located on the left-hand side.
5. Please follow the instructions provided on screen when you are taken to RYCOR.

What if I have more than one child to pay fees for?

All students must be linked to your PowerSchool Parent Account in order for them to appear together under your online payment parent account. With a few simple mouse clicks, parents can view assessed fees, any outstanding balances, and pay for all of their children in a single transaction. Some fees that are available for payment are Canteen Cards (Grade 6-8), Milk Cards (Grade 1-5), Exploratory fees (Grade 6-8) and Locks and Agenda Fees (Grade K-8).

Will the school continue to accept school fee payments by cash or cheque?

YES! However it is our long term goal to have all fees paid using RYCOR. Unfortunately some payments are still unavailable for online payment- **Hot lunch fees and Band/Music fees will continue to be paid in office or phone in with credit card information.** A google form for **Band/Music** is available on the website and **Hot Lunch** info will be available in the very near future. Once the forms are filled out payment can be made.

Thank you for your understanding and patience, and please do not hesitate to call the office with any questions or concerns.

Mrs. Teresa Johnson, Principal, St. Matthew School

Inspired by Christ to teach, model and instill spiritual, academic and athletic excellence.