



ELC Child	Fee (Enrollment Fee)
New Child	\$110
Current Child	\$100
Current Child #2	\$90
Current Child #3	\$80

Pro-rated Enrollment Fee (for children NOT attending summer camp)	
By November 1	\$110.00
By January 1	\$82.50
By March 31	\$55.00
By May 31	\$27.50

Enrollment fee (non-refundable)

- For new families, the enrollment fee is payable to Lititz Christian School and should be delivered to the ELC office with all completed paperwork during the enrollment meeting.
- For current families, a re-enrollment fee (if leaving for the summer) will be charged in the Spring for the upcoming school year.
- Students who continue enrollment through the summer do not need to pay the annual re-enrollment fee but will pay an activity fee for Summer Camp (toddlers -school age).

Child Care Payments

- Tuition Express, the billing portion of our childcare software, manages our billing electronically.
- Tuition charged weekly (posted Mon.) or monthly (posted Mon. following first Friday of the month).
- Follow the emailed instructions and link to complete online registration in myprocare.com.
- Your child will not be able to attend until your online enrollment is complete and your payment plan has been set up with Tuition Express and completed paperwork is received
- There are two payment Options:
 1. Electronic funds transfer (ACH checking account)
 2. Credit card (3% per transaction fee)
- There is a \$25.00 annual fee to manage your account through Procare (N/A to families receiving subsidized childcare funding). This is a separate charge from the enrollment fee, and will be charged annually based on your child's enrollment date, with your first tuition payment.

Missed Payment

- A \$10.00 late payment fee will be assessed if your payment is not received by the due date.
- Service may be terminated for account balances that are more than 2 weeks in arrears.
- Student records, health records and progress reports will be released only after all financial obligations are met and with a written request from the parent.

Referral Credit

- The referring family receives a \$200.00 credit for each new family that enrolls at least one full time student (5 full days) in the ELC. This credit will be awarded after the new student completes 6 months.



Nonsufficient Funds

- A \$30 fee will be assessed for nonsufficient funds.

Early withdraw

- A 2 week written notice is required for withdrawal of a child. Tuition is NOT refundable for early withdrawal.

Key Fob

- Infant Rm. families are required to obtain a key fob for the Inf. Rm. door with a \$7.00 **cash** deposit per fob.
- Fobs must be returned prior to the student's last day for cash deposit to be returned.

Late Pick Up Fee

- Late fees of \$15.00/child per each 15-minute segment will be charged to your account for children picked up after 6:00pm when the center closes.

Credits/Closures/Vacations

- Families who have children enrolled full time (5 days a week) will receive 2 vacation week credits (Monday-Friday only) per year at 50% discount with advance notice to the ELC office.
- Holiday closure/credits will be applied throughout the school year, in the month in which they occur.
- When credits are applied they will reflect the difference between your contracted amount and the number of days of the closure.
- If your child is absent for any reason when we are open (other than pre-approved vacation for full time children), **you will still be charged your contracted rate.**
- **SUMMER ONLY** - If attending a minimum of 7 weeks, credits will be applied at 100% if notice is given in advance for full vacation weeks (Monday-Friday) on your child's classroom vacation sign up sheet.

I understand and will adhere to the financial policy set forth by Lititz Christian School and Early Learning Center. A separate financial agreement with the weekly tuition rate will be provided and must also be signed by the parent/legal guardian and the director.

Parent Signature

Date