



ELC Child	FEE (Enrollment Fee)
New Families	\$150
Additional Children of Currently Enrolled Families	\$50

Summer Enrollment Only	
Summer Enrollment of Currently enrolled families	\$25
Summer Only Enrollment & Non enrolled families	\$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.
- Enrolled families who have children to enroll for the summer only, will pay a \$25 enrollment fee if you have a child enrolled at the center. New families will pay a \$50 enrollment fee in addition to the summer activity fee.
- Families who do not continue full year enrollment will be assessed an enrollment fee of \$250 to hold their spot through the summer month for fall enrollment.

CHILD CARE PAYMENTS

- Tuition Express, the billing portion of our childcare software, manages our billing electronically.
- Tuition charged weekly (Processes Mon.) or monthly (processes the Mon. following the first Friday of the month). Subsidized families will be unable to pay monthly.
- Monthly payments are offered September through May. All families will be weekly payers for June - August.
- 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 \$40 annual/yearly fee to manage your account through Procure (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.

- There is no discount for payment in full for the year. Yearly payments can be made and then applied to account as a credit weekly. Partial payments for tuition fees will not be accepted at any time.
- If a payment is declined 3 or more times within a 6 month period another form of payment will be requested to be placed on file.

MISSED PAYMENT

- A \$10.00 late payment fee will be assessed if your payment is not received by the due date or if a payment is requested to be scheduled at a later 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.

NON SUFFICIENT FUNDS

- A \$35 fee will be assessed for nonsufficient funds.

WITHDRAW NOTICE

- A two week written notice is required for withdrawal of a child. Tuition is NOT refundable for early withdrawal. Failure to give a two week notice will result in your account being charged the full two week tuition rate.
- If an account balance has over \$50 credit a check will be issued within 30 days of termination of enrollment.

LATE PICK UP FEE

- Late fees of \$15/per child per after our current closing time and \$15 each additional 15-minute segment will be charged to your account for children picked up after the first 15-minute segment.

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.
- Closure credits will not be given if care is offered at any time during the scheduled day.
- 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 (partial weeks are not credited). Credit is ONLY given within the Summer Camp dates provided.
- Credits are NOT given if your child is absent due to sickness, extended sickness or required absence due to illness.

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