

**ELC Child FEE** (Enrollment Fee)

***ELC Financial Policy 2024/2025***

<b>New Families</b>	months)	<i>Fee applied the first week of April.</i>	<b>&amp; Non enrolled families</b>
	\$150	<b>Summer Enrollment of</b>	\$25 \$50
<b>Returning &amp; Additional Children</b> (returning within 3 yrs)	\$50	<b>Currently enrolled families</b>	
		<i>*Additional children not enrolled*</i>	
<b>Summer Hold Fee</b>	2 Full Weeks of Tuition *not to exceed \$300		
(Not attending during summer)	(Non Refundable)	<b>Summer Only Enrollment</b>	

**ENROLLMENT FEE (NON-REFUNDABLE)**

- For new families, the enrollment fee is payable to Lititz Christian School. The enrollment fee will “hold” your child’s spot. This fee is paid at the time of pre-registration or when enrollment paperwork is collected.
- This fee can be paid by cash, check or credit card.
- Students who continue enrollment through the summer will be charged a Summer Camp activity fee that will be determined by April 1 and paid the first week of June.
- **Summer Camp:** Currently enrolled families who would like to enroll additional children will be charged a \$25 fee per family. Non enrolled families will be charged a \$50 fee for summer enrollment.
- **School Year Enrollment (Preschool/Prek Only):** Families who do not continue full year enrollment will be assessed an hold fee of 2 weeks tuition (not to exceed \$300) to hold their spot through the summer month for fall enrollment.
- **Afterschool Programs:** \$50 yearly enrollment fee for current enrolled families who do not need Summer care and will re-enroll in the fall.

**CHILD CARE PAYMENTS**

- Brightwheel, the billing portion of our childcare software, manages our billing electronically.
- Tuition is charged weekly. Each family will receive a statement on Wednesday and payment is processed on the following Monday. Families pay for the current week of enrollment.
- New families will receive an email from Brightwheel with online instruction to set up their Brightwheel payment method, information and any other required information.
- Payment information must be entered before finalizing enrollment paperwork can be scheduled. • Your child will not be able to attend until all online and documents are complete and a financial agreement is signed. • Your tuition payment through Brightwheel can be made via ACH (checking or savings account) or credit card. The fees for these are paid by the primary payer(s) each time a tuition payment is made.
  1. Electronic funds transfer (ACH checking account): 0.6% per transaction. \$0.25 min up to \$2 max per transaction.
  2. Credit card: 2.95% per transaction.
- There is no discount for payment in full for the year.
- Families have the option to make manual payments monthly, bi-weekly payment or any additional amounts through the Brightwheel app.
- The weekly tuition payments will be deducted from any credit in the account before submitting a payment through the select payment method. Full weekly tuition payments are required each week, 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.
- Weekly cash payments are only accepted when there is another form of payment on file in your Brightwheel account. Weekly payments must be received by Wednesday at closing in order to be reflected in the following



## ***ELC Financial Policy 2024/2025***

### **MISSED PAYMENT**

- A \$10.00 late payment fee will be assessed for the first missed payment, \$20 for second missed payment and \$30 for third missed payment. More than 4 missed payments within any four month period will require a signed payment agreement with guidelines for prompt payment in order to maintain enrollment.
- 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.

### **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 has a balance a check will be issued within 30 days of termination of enrollment. • Lititz Christian ELC reserves the right to terminate services to any family with two weeks prior notice.

### **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**

- **School Year Enrollment:** Families who have children enrolled full time (Monday - Friday) will receive up to 2 vacation week credits per year at 50% discount or 1 week at 100% discount with at least 2 weeks notice to the ELC office. These tuition credits are only given to private paying families who receive 5 full days of care.
- Holiday closure/ credits will be applied throughout the school year, in the month in which they occur. • Major holidays receive a 50% discount towards tuition if your child was scheduled to attend. (New Years day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving day and the following Friday).
- Professional Development closures receive a 50% discount (Normally March, June (half day credit), August, October). • Week of Christmas (5 days) 100% discount will be applied.
- Full day closures due to weather will be given a 50% credit. Partial closures (half day or any part of the day) do not receive credits for any reason.
- 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:** Minimum required attendance of 9 out of the 10 weeks of summer camp to be considered for enrollment.
  - o Families enrolled for summer camp are eligible for 1 vacation week per summer, per child at a 100% tuition rate discount.
  - o Vacation credits are only given with advance notice before vacation request cut off date. No vacation credits will be given after the required date, must be pre-approved and used within a full Monday - Friday week. o 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 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.***

**Payer (Parent or Guardian) Signature Required**  
***Financial Policy will be reviewed at time of finalizing enrollment.***

