



ELC Child	FEE (Enrollment Fee)
New Families	\$75 ELRC Pays Enrollment Fee
Summer Hold Fee (Not attending during summer months)	\$50 <i>Fee applied the first week of April.</i>

Summer Enrollment Only	
Summer Enrollment of Currently enrolled families	ELRC Pays Enrollment Fee
Summer Only Enrollment & Non enrolled families	ELRC Pays Enrollment Fee

ENROLLMENT FEE (NON-REFUNDABLE)

- For new families, the enrollment fee is paid by ELRC to Lititz Christian School. The enrollment fee will be applied to your child’s spot.
- Subsidized families are required to place a \$25 hold fee (per family) that will be applied to their first week tuition or any other fees associated with the account.
- This fee can be paid by cash, check or credit card.
- Summer Camp fees will be determined by April 1 and paid the first week of June to all enrolled children.
- **School Year Enrollment Only:** Families who do not continue full year enrollment will be assessed an hold fee of \$50 to hold their spot through the summer month for fall enrollment.

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.
- **Subsidized families are required to pay all co-pays or additional fees on time in order to keep current enrollment status.**
- 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.
- If an account is past due a cash payment may be required to bring account current. Cash payments are only accepted when there is another form of payment on file in the Procure account.

Subsidized families are required to have accounts up to date at all times.

- o Subsidized families are **required** to pay any additional fees or differences as determined by the center for **activity fees, hold fees, difference in tuition amount, etc.**
- o Lititz Christian may add a \$15 co-pay or require families to pay the difference between the subsidized amount and the private pay rate.
- o Lunch assistance is not provided.



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 balance has over \$50 credit 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

- Subsidized families are required to pay their copay from ELRC for all closures. Only personal vacation weeks will receive credit for required copays.
- Subsidized families receive credits in 1 week increments and for the dollar amount of your contracted required copay.
- **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 families who receive 5 full days of care.
 - o After School care does not qualify for school year credit.
 - o ELRC Families are required to inform your case manager at least one week prior to your scheduled vacation time in order for the dates to be excused absences. (This is not the responsibility of Lititz Christian)
- Holiday and school closure credits are not applicable to subsidized families.
- 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 ELRC Families are required to inform your case manager at least one week prior to your scheduled vacation time in order for the dates to be excused absences. (This is not the responsibility of Lititz Christian)
 - 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 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.

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