



ELC Child	FEE (Enrollment Fee)
New Families	\$150
Returning & Additional Children (returning within 3 yrs)	\$50
Summer Hold Fee (Not attending during summer months)	2 Full Weeks of Tuition *not to exceed \$500 (Non Refundable) <i>Fee applied the first week of April.</i>

Summer Enrollment Only	
Summer Enrollment of Currently enrolled families <i>*Additional children not enrolled*</i>	\$25
Summer Only Enrollment & Non enrolled families	\$50

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 check or credit card through your Brightwheel account.
- Requested schedule must be finalized prior to the start date.
- The financial agreement must be signed prior to the start date. This document must be signed at the office prior to the first day.
- **Summer/Fall Enrollment:** All schedule changes must be finalized by May 1 for Summer enrollment or August 1 for Fall enrollment. Any reductions in scheduled days requested after these deadlines will incur a fee equivalent to two weeks of the original tuition rate.
- **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 (Infants - Prek):** Families who do not continue full year enrollment will be charged a hold fee of 2 weeks tuition (not to exceed \$500) to hold their spot through the summer month for fall enrollment.
- **Afterschool Programs:** \$50 yearly enrollment fee is waived for families who will attend the summer camp program.

CHILD CARE PAYMENTS

- **Brightwheel**, the billing portion of our childcare software, manages our billing electronically. All billing must be processed through Brightwheel.
- 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 instructions to set up their Brightwheel payment method, information and any other required information.
- Bill pay must be completed and enrollment fee paid in full prior to finalizing enrollment.
- Your child will not be able to attend until all online 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 amount through the Brightwheel app.
- The weekly tuition payments will be deducted from any credit in the account before withdrawing a payment through the select payment method. Weekly tuition payments are required to be paid in full each week.



LATE OR RETURNED PAYMENT

- Failure to make payment on the **due date** will result in a \$20 late payment. This is an **additional fee** to the returned check fee.
- **A \$35 fee will be assessed for every returned tuition payment.** If tuition payment is made the same day it is due with an alternative payment option the late fee will not be charged.
- **If a payment is declined 4 or more times within a 3 month period enrollment will be suspended until account is brought current or an agreed upon payment plan is in place.**
- 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 your account has a credit, a refund will be issued within 15 days of termination of enrollment through the Brightwheel account.
- Lititz Christian ELC reserves the right to terminate services to any family with two weeks notice.

LATE PICK UP FEE

- Late fees of \$15/per child after our current closing time.
- \$15 each additional 15-minute segment will be charged to your account per child.

CREDITS / CLOSURES / VACATIONS

- **School Year Enrollment:** Families who have children enrolled **full time** (Monday - Friday) will receive one vacation week credit per school year at 50% discount with a two week advance notice.
- Tuition credits are only given to private paying families who receive 4/5 full days of care.
- Any closure credit will be applied within 2 weeks of closure date.
- **Full day enrollments** will receive a \$25 credit per major holiday, professional development closures in which your child is scheduled to attend.
- Partial day enrollments (5 hours or less per day) **do not receive credits** on closure days. (Professional Development, New Years day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving day and the following Friday).
- Week of Christmas (5 days) 100% discount will be applied to all families.
- **No credits are given due to weather at any time.**
- 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. Any enrollment less than 9 weeks will be based on availability and continued enrollment through the fall.
 - o Families enrolled for summer camp are eligible for 1 vacation week per summer, per child at a 50% tuition rate discount. Full and part time enrollment are eligible for vacation credits.
 - 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. Vacations must be pre-approved and used within a full Monday - Friday week. No partial week credits are given.
 - 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.