



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)

- Subsidized families are **required to pay a \$75 enrollment fee.** This enrollment fee will be credited to the Brightwheel account once we have received the ELRC approval letter and the child has started attending.
- Failure to complete enrollment may result in a non refundable enrollment fee.
- Fees are paid through the Brightwheel account.
- Students who continue enrollment through the summer will be charged a Summer camp activity fee. The summer camp activity fee is determined by April 1 and charged the first week of June.
- **School Year Enrollment Only:** Families who do not continue full year enrollment will be assessed a hold fee of \$50 to hold their spot through the summer months 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.
- 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.
- 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 amount through the Brightwheel app.
- The weekly tuition payments will be deducted from any credit in the account before submitting a payment through the selected payment method. Full weekly tuition payments are required each week, partial payments for tuition fees will not be accepted at any time.
- **Subsidized families are required to have accounts up to date at all times.**
 - o Subsidized families **must** pay any additional fees or differences as determined by the center for activity fees, hold fees, the difference in tuition amount, etc.
 - o ELRC co-pays are required to be paid each week to maintain ELRC eligibility.
 - o If there is a gap between what ELRC pays and our private pay rate you will be required to pay 50% of the gap per child. These additional fees will not exceed \$50 per child/\$75 per family. (This is in addition to your assigned co-pay.)
 - o Lunch assistance is not provided.



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

- 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 one week increments and for 50% the dollar amount of your contracted required copay.
- **School Year Enrollment:** Families who have children enrolled full time (Monday - Friday) will receive up to one week of vacation week credits of 50% of the ELRC co-pay 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 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 50% tuition rate discount of the ELRC co-pay.
 - 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.
 - 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.