



TUITION POLICY & PAYMENT INFORMATION 2021-2022

Tuition is due at the first of each month, beginning October 1st- April 1st. The September tuition was due in June 2021 and the May 2022 tuition was due in August of 2021. You will not receive a paper tuition invoice, but you will receive a monthly email reminder. Your tuition remains the same each month. Tuition is established for an entire school year. There is no tuition reduction due to holidays, school breaks or illness.

Here are the three payment options we offer. Please choose the method that is most convenient for your family:

1. *Online payments* can be made by electronic check. Visit the GWG website, <https://growingwithgracepreschool.org/>. You will see tabs across the top right. Click on the [Payments](#) tab and this will bring you to the Vanco Payment site. Returning families can use their log-in from last year. New families can create an account to set up payments. Click on the 'Sign In/Sign Up' link on the top right corner to set up your account. After you have set up an account, then you will need to login each time. Click on the dropdown menu for 'Select the Fund.' Choose to add the class(es) for which you will be making a payment. Please make sure you have the recurring payments stop in May of 2022.

We are unable to offer payments via credit card due to the high fees associated with those transactions.

2. *Payments by check* can be made at school/church. Place the payment in the drop box that is located on the rear of the white shed adjacent to the parking lot in the rear of the church. The box is black and you can use the walkway between the 2 white sheds to access the drop box on the rear of the shed.. **Any payment by check** goes in the drop box. Please do not give payments to staff. Checks should be made payable to **Grace Lutheran Church**. Please put your child's name & class on the memo line of your check. Envelopes are not needed. If you have multiple children in the program, you can write one check for all of them.

3. *Automatic payments* can be scheduled through your bank. If you do this, please have Growing with Grace added to the second line of the address to assist our church secretary in separating tuition payments from regular church offerings. Please make sure you have the recurring payments stop in May of 2022.

If you are making payment by automatic debit, your account will be charged or the funds withdrawn on the date you make or schedule the payment. If you are making payment by check, feel free to drop checks off early. We will not deposit them until after the 10th of every month. There will be a \$15 late fee charged for any payment made after the 10th of the month.

Also, if you prefer, you can pay for multiple months at a time or for the semester or entire school year. However, we are not able to offer a discount for paying in full.

Discontinuing from the program- a one month notice is required to withdraw your child from the preschool. You are responsible for tuition for this full month. Upon leaving, we hope that families comply with our signed tuition agreement.

COVID-19 TUITION POLICIES

In the event of a mandated school closure by the State of Illinois you will not be required to pay tuition for the months following the closure. In the event of a closure mid-month, you will not receive refunds for missed days. You will receive learning materials to supplement the month in the event of a closure.

In the event of a COVID case in your class requiring a whole class quarantine, you will not receive a refund, but you will receive remote learning materials.

In the event of a COVID case in your family requiring your child to quarantine, you will not receive a refund, but you will receive remote learning materials.

Please contact Sarah McAuliffe at growingwgracepreschool@gmail.com or the preschool bookkeeper at growingwithgraceinvoice@gmail.com if you need to make special payment arrangements.