



## **Tuition Payment Procedures 2023-2024**

### **Registration Fee:**

- \*One child- \$100    \* Each additional child- \$25
- \*Tiny Twos- \$50    \* Adventures Only- \$50

### **Due June 1, 2023**

- \*September 2023 Tuition ( for core classes)
- \*Supply Fee of \$75 for first semester

### **Due August 1, 2023**

- \*May 2024 Tuition ( for core classes)
- \*Supply Fee of \$75 for second semester
- \*The following forms are due by AUGUST 10th:
  - General Permission and Student/Family Forms (on GWG website)
  - Immunization record for all new incoming students (children must be current with all immunizations)
  - . -A signed and dated copy of your child's most recent medical examination
  - If your child has food allergies- they need to complete the Illinois Food Allergy Emergency Action Plan (on GWG website)

### **Due September 1, 2023**

- \*Adventures Tuition (for September/May Adventures Classes)
- \*Lunch Bunch Tuition (for September/May Lunch Bunch)

Note: Adventures classes and Lunch Bunch begin September 18th and end May 10th. September/May tuition is combined into one month's tuition payment for 2 weeks of class in both September and May

These payments are non-refundable and will secure your child's spot for the upcoming school year.

## Due Monthly Beginning October 1, 2023- April 1, 2024

Monthly Tuition is due on or before the first of each month, beginning October 1- April 1. There will be a \$15 late fee charged for any payment made after the 10<sup>th</sup> of the month. One waiver per family may be issued. 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. You will not receive a paper tuition invoice, but you will receive a monthly email reminder.

### Tuition Rates:

#### Terrific Twos

\*2 days per week: \$215

\*1 day per week: \$120

#### Tremendous Threes

\*3 days per week: \$330

#### Fabulous Fours

\*3 days per week: \$330

#### Adventures

\*Morning: \$130

\*Afternoon: \$120

#### Lunch Bunch

\*1 day per month: \$40

\*2 days per month: \$80

### Payment Options

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 Parent Resources tab, then select the Tuition Payments tab from the drop down menu, and this will bring you to the Vanco Payment site. Click on the class tiles you are making payments for and add them to your basket. Once your basket is complete, press the continue to payment button. On the Payment Method screen, the credit/debit card option will appear. **You must toggle to the right to the Bank Account tab and proceed from there.** We are unable to offer payments via credit card due to the high fees associated with those transactions.

Returning families can use their log-in from last year. New families can create an account to set up payments. Click on the '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 button for the class(es) for which you will be making a payment and add them to your basket. When you are ready to make your payment- use the bank account tab.

It is also an option to have your tuition payment made automatically through Vanco each month. This will be a separate process than if you wish to pay each month manually by choosing the appropriate tiles for your child's class.

To set up recurring payments, look for the Recurring Tuition Payment tile on the Vanco site. Click on the button to open the tile. Fill in the amount you wish to pay each month. This should be the total monthly tuition rate for your child's class or classes. Choose monthly under the "Frequency" tab. Choose the first day of the month that you would like the payments to begin. They will then occur on this day of each month automatically. In the Class Names section, please list the class or classes for which this payment is intended. Click "Add to Basket" to continue to the payment screen.

You will only need to follow these steps once. Recurring tuition payments should be set up to run from October 2023 - April 2024 since we collect the September 2023 and May 2024 payments this summer. Make sure that all recurring transactions are stopped prior to May 1, 2024.

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. 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 stopped prior to May 1, 2024.

-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 10<sup>th</sup> of every month.

Classes are subject to change due to changes in enrollment, staffing, and public health circumstances.

Please contact the GWG Director at [growingwgracepreschool@gmail.com](mailto:growingwgracepreschool@gmail.com) or the GWG bookkeeper, at [growingwithgraceinvoice@gmail.com](mailto:growingwithgraceinvoice@gmail.com) if you need to make special payment arrangements or have any questions.