



Growing With
GRACE
Preschool

Fees & Payment Procedures 2024-2025

Registration Fee:

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

Due June 30, 2024

- *May 2025 Tuition (for core classes)
- *Annual Supply Fee of \$150

Due September 1, 2024

- *September 2024 Tuition
 - *for core classes
 - *for Adventures classes (for September/May Adventures Classes)
 - *for Lunch bunch (for September/May Lunch Bunch)

Note: Adventures classes and Lunch Bunch begin September 16th and ends May 9th.
September/May tuition is combined into one month's tuition payment for 2 weeks of class in both September and May.

Monthly tuition is to be paid on or before the first of each month. If your tuition payment has not been received by the 10th of the month, a separate invoice will be sent to you for a \$20 late fee. 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.

Payments through Brightwheel may be made online through your bank account or by credit card. Credit card payments are accepted with a service fee of 2.95% added to your payment. Auto pay can also be set up through the Brightwheel system. You will still receive an individualized invoice each month.

We encourage everyone to pay online, however you may still make a payment by check at the 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.

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

Please contact Sarah McAuliffe at growingwgracepreschool@gmail.com or Rachel, the GWG bookkeeper, at growingwithgraceinvoice@gmail.com if you need to make special payment arrangements or have any questions.



brightwheel Billing for Parents

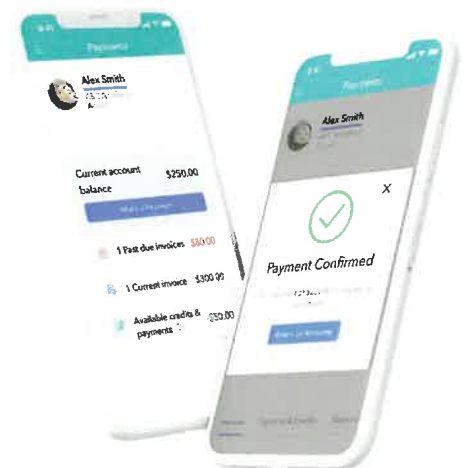
We are happy to announce that we will be using brightwheel as our billing and payments vendor! This will streamline all of our communications with you, including your bills, into one place and allow you to seamlessly pay online anytime, anywhere.

With brightwheel billing you will:

- ✓ receive itemized statements with all of your charges
- ✓ pay your bill directly from the app
- ✓ be able to enroll in autopay for convenience
- ✓ have flexibility to submit partial payments and pay ahead
- ✓ view your account balance and history at any time
- ✓ access year-end tax reports

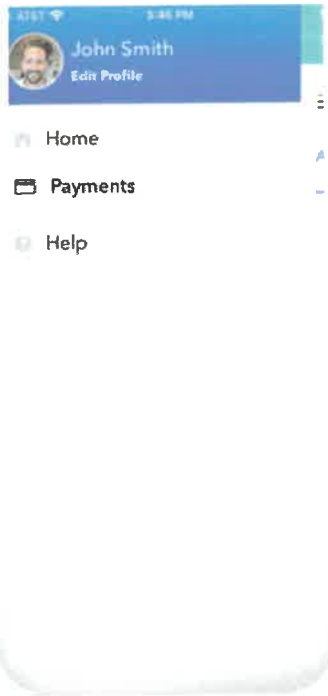
What's next?

- *Be on the lookout for an invitation to set up your billing account*
- *Use this guide for instructions and FAQs*
- *Let us know if you have any questions!*



Billing Setup Instructions

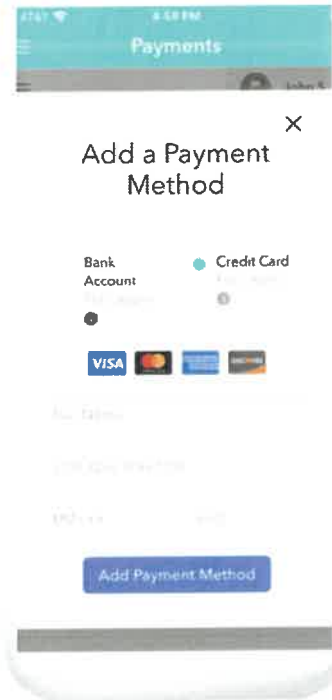
1




Add a payment method

Navigate to the "Payments" section. Under the "Payment Settings" tab, click the "Add" button.

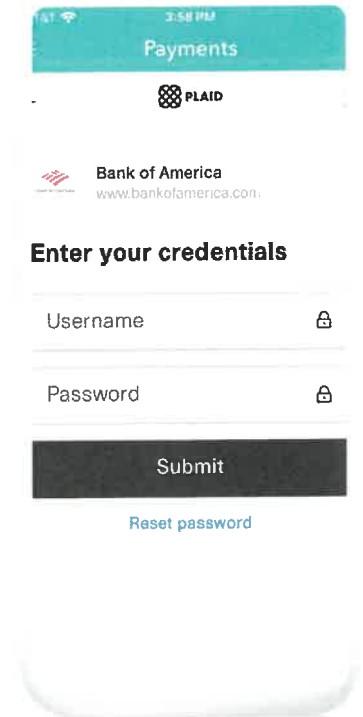
2



Select payment type

Depending on your center, you can select bank account or credit/debit card. To see processing fees, click on the .

3



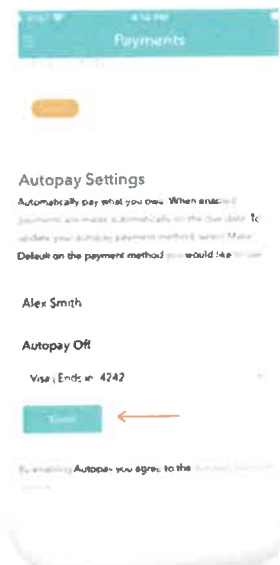
Enter your information

This will connect you to your bank's log in page (*not visible by brightwheel or your center*). If you don't see your institution you can verify your account manually using micro deposits.

4

Enroll in autopay

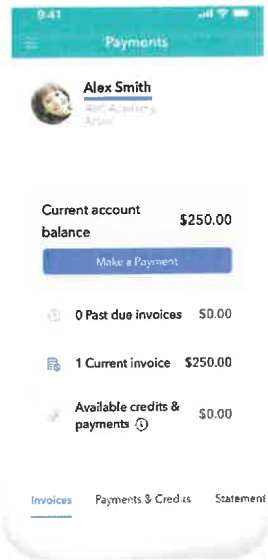
In the "Autopay Setting" section under your saved payment methods, you can select to enroll *one* payment method in autopay by selecting it from the drop down menu and clicking "Enroll." This is optional, unless autopay is required by your center.



Making a Payment & Account Summary

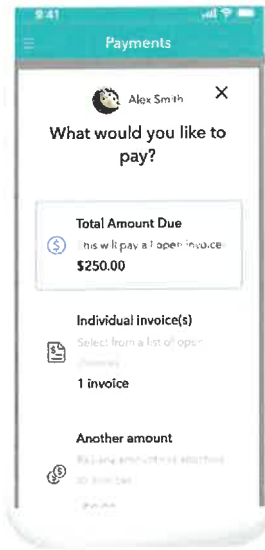
Making a Payment

1



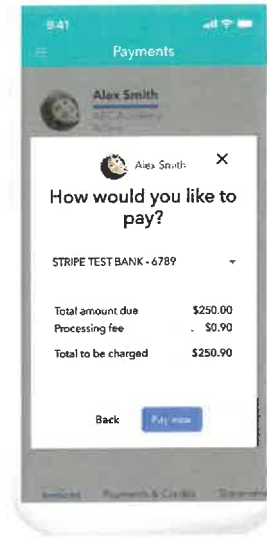
In the payment section of brightwheel, click "Make a Payment".

2



Select what you would like to pay: the total amount due, individual invoices, or another amount. Tap "Next" at the bottom of your screen.

3



Select the payment method you would like to use and tap "Pay now".

Account Summary



Scroll down on your "Payments" tab to toggle between Invoices, Payments & Credits, and Statements.

You can also view your account from a computer by accessing your account from the web at mybrightwheel.com