MOUNT OLYMPUS
CHRISTIAN CHILD DEVELOPMENT CENTER

Dear Parents,

At Mount Olympus Christian Child Development Center, we try to provide the most helpful and efficient services to your family. For this reason, we use an **automated tuition and fee payment system.**

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly, and efficiently. We accept Visa, Mastercard, or automatic withdrawals from your bank account. **There will be a 3% fee added for all card payments (credit and debit).** For this reason, we encourage the use of ACH payments to avoid additional fees.

This automated processing system allows you to pay tuition and fees in four ways:

1. **Online Payments**: you have access to your current balance online and may pay manually with your credit card.
2. **POS/Credit Card Swipe**: you may pay using our credit card machine located at the clock-in computer by the office.
3. **Recurring Credit Card Payments**: your tuition and fee payments will be paid automatically through your credit or debit card on the first of each month (or the following Monday if the first falls on a weekend or holiday).
4. **Recurring Bank-to-Bank Transactions**: your tuition and fee payments will be paid automatically from your bank account on the first of each month (or the following Monday if the first falls on a weekend or holiday).

Payment receipts/statements will be emailed to you each time a payment is processed. You can also receive instant email notifications of automated payments by signing up a www.tuitionexpress.com.

To enroll in automatic payments on the first of each month, please complete the attached tuition express form. To ensure the privacy of your financial and account information, please hand-deliver any automated payment forms directly to management. If you would like to enroll at www.tuitionexpress.com to make online payments, see the office to request a four-digit code and Tuition Express ID to use when registering. If you do not wish to make payments automatically, please use our POS/Card Swipe system at the beginning of each month.

Sincerely,
MOCCDC Management and Accounting