



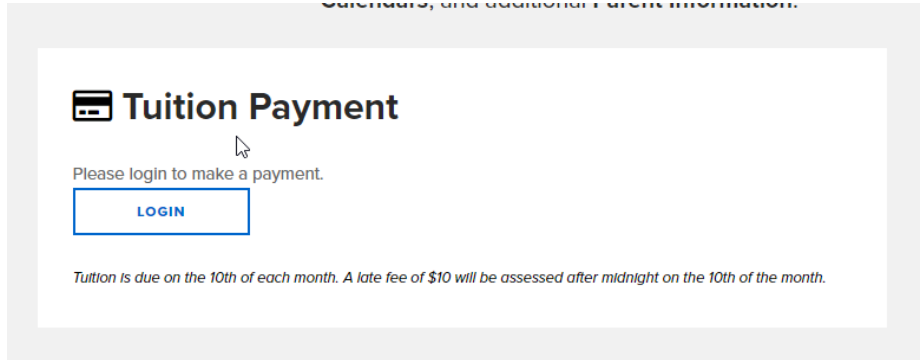
## Preschool Tuition 101 for Parents!

This handout will assist you with a few helpful details about Kidslink Preschool tuition:

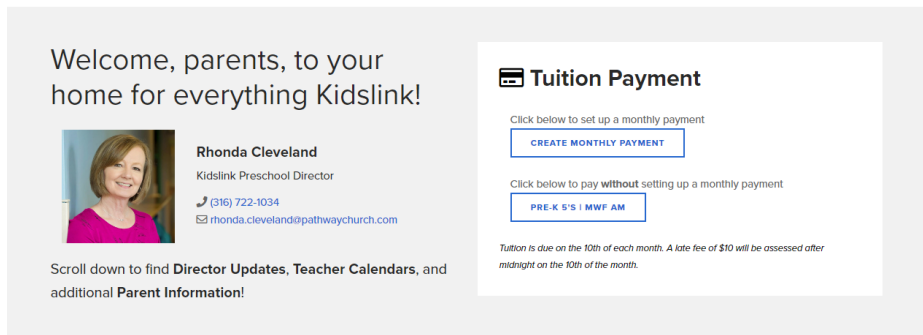
- Kidslink preferred payment method: Automatic on-line payments set up from your credit/debit card or bank account. Simple for you and us! Always on time and no late fees. We encourage you to follow the instructions on the back side of this page!
- Tuition is really a yearly payment divided into 9 monthly installments. You can pay for several months at a time, a semester, or for an entire school year!
- Tuition is due the 1<sup>st</sup> of the month and payable on or before midnight on the 10<sup>th</sup> of the month. We expect prompt payment! You will receive a tuition reminder note on or before the 10<sup>th</sup> of each month if we have not received a tuition payment in the office. A \$10.00 late fee is added to your account after the 10<sup>th</sup>.
- You may pay on-line (refer to back side of page for further instructions) or you can pay in the Kidslink Office. We accept payment with any major credit card.
- You can still pay by cash or check. Give check payments to your child's teacher when dropping off or picking up your child. They will have tuition folders in the classroom. Bring cash directly to the Kidslink Office.
- Please separate your payments for T-shirts & tuition. We have two different accounts for these items at Kidslink. You will be able to pay for tuition by credit/debit card, electronic check, automatic on-line payments, cash or check. T-shirts will need to be paid by cash or check only.
- It is helpful to write your child's name on the memo portion of your check. This is especially important if you have a different last name than your child or if grandparents or others are paying tuition.
- If you have a flexible dependent account and need to have receipts for your payment, contact the Kidslink Office.
- Keep your child's tuition account current. Delinquent accounts will result in your child not being able to attend class until balance is paid.
- Questions? Call Kidslink Office at 722-1034 or stop in!

(Keep reading for On-line payment information on next page)

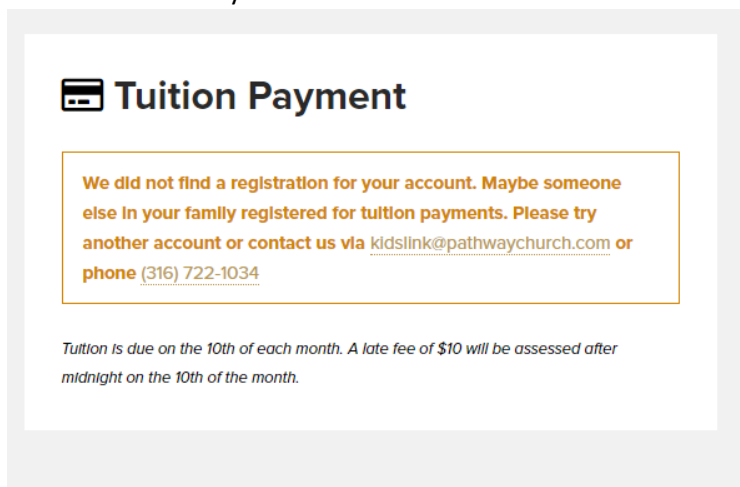
1. Go to <https://pathwaychurch.com/kidslink>
2. Click the Parent Portal & Tuition button
3. If you are not logged in, you will be prompted to log in



4. Once logged in you will have 2 options, one to give monthly and one to give a one-time payment.



5. Select the monthly option and you will be taken to a screen that will allow you to set up an automatic payment with your credit/debit card, or bank account. The default is a monthly payment; however, you can also choose to pay for the whole year.
6. **Troubleshooting tip:** Please use the same account to set up the monthly payments as you used to register your student. Maybe your spouse did it under their account. You will see this message if a registration cannot be found attached to your account.



If you encounter any difficulties, please contact the Kidslink office at 722-1034 or you may email our Help Desk at [webhelp@pathwaychurch.com](mailto:webhelp@pathwaychurch.com).