

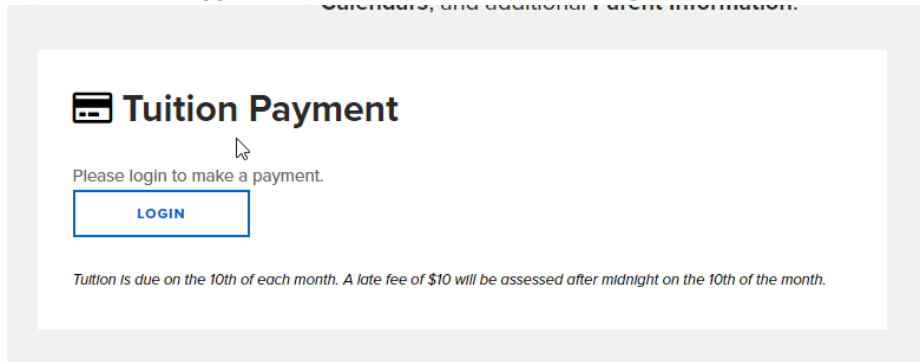


Preschool Tuition 101 for Parents!

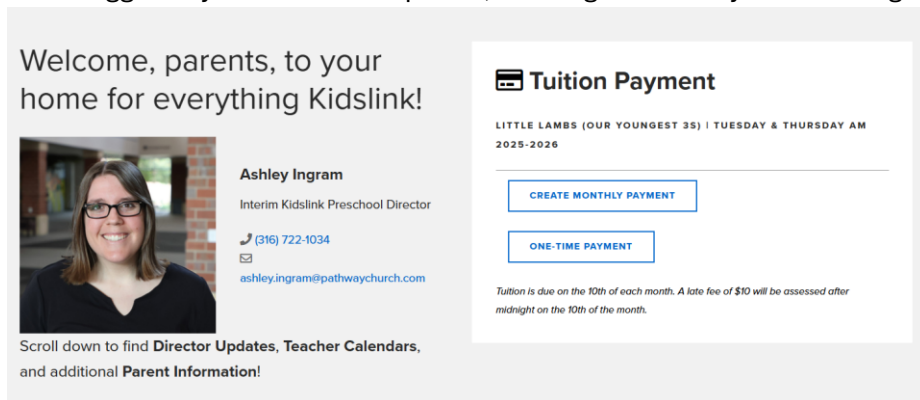
This handout will assist you with a few helpful details about
Kidslink Preschool tuition:

- **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 1st of the month and payable on or before midnight on the 10th of the month.** We expect prompt payment! You will receive a tuition reminder note on or before the 10th of each month if we have not received a tuition payment in the office. A \$10 late fee is added to your account after the 10th.
- 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 envelopes in the classroom. Bring cash directly to the Kidslink Office.
- Please separate your payments for T-shirts and tuition. We have two different accounts for these items at Kidslink. You will be able to pay for tuition by credit/debit card, 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!

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. If you want to make a one-time payment you will see the screen below. Please be sure to select N/A to just make the one-time payment.

Payment Information

Payment Amount: \$135.00 What you will pay today

☐ Add \$4.26 to cover card/bank fees

Google Pay

or

Card Bank Account Saved Payments

Card Number

XXXX XXXX XXXX XXXX

Expiration Date CVC

MM/YY CVC

Please choose how you would like to handle the remaining balance

Choose a frequency: Choose a start date:

N/A PLEASE SELECT A START DATE

Let me pay on my own time. Do not schedule additional payments.

Choose N/A to just pay the \$135 at the top

Previous PAY

7. **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.

Tuition Payment

We did not find a registration for your account. Maybe someone else in your family registered for tuition payments. Please try another account or contact us via kidslink@pathwaychurch.com or phone (316) 722-1034

Tuition is due on the 10th of each month. A late fee of \$10 will be assessed after midnight on the 10th of the month.

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