

Online Payment Instructions

- Go to our web page at <https://broadwayunited.org/kids/early-learning-center/>. Please look for the Online Payment Link under Parent Resources. It is midway down the page.
- You will need to login in. If you haven't used our online payment link in the past year you will need to create a profile once. If it has been awhile since you have logged in you may need to also re-create an id. This must be done on the **full website** not the mobile site. If you have created an id already you can still use the same id and password as last year. **Click Add Transaction.**
- You will choose the correct tuition payment or registration payment. (Registration, Online tuition, church member or nursery) and **quantity** of children you are paying registration or tuition for each month.
- Frequency is your next step. Options are monthly or one time. Registration will be a one-time payment. The monthly start date for tuition must be on the 5th or 15th. The first payment of the school year, August is due **no later** than the first day of classes. An end date must be entered for all recurring payments. The end date will then be May 5th or 15th of 2019. **Do not** schedule monthly tuition payments until June or later. **Tuition must stop in May each school year.** It does not carry over from the previous year. • To receive the online discounts all monthly tuition must be scheduled by **August 12th.** Tuition amount will be increased to full price on August 13th.
- Payment Information is next. You will choose checking or savings account. *No credit cards* are accepted. If you do not have an account set up choose New Account. Then you will add your routing and account number. You will also include your child(ren)'s name. **Click Process.**
- You will receive a confirmation of your payment with a confirmation number and summary of your payment. **If you do not get a confirmation the payment did not process.** Please check for any errors of payment amounts and dates. You can print this receipt if you need it.
- Scheduled payments can be deleted or edited at any time from this link.
- Late payments will incur a \$15 late fee if not paid by the 15th of each month.
- Tuition is \$1800 per year (\$2100 per year for Nursery). It is divided into 10 equal payments of \$180 each month (Nursery \$210) **August through May.** Discounts are \$100 per year or \$10/month is schedule by Open House.