

Online Payment Instructions

- Go to our web page at <https://broadwayunited.org/elc>. Please look for the Online Payment Link under "Join the Early Learning Center".
- 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 monthly tuition payment or enrollment payment (Tuition, Church Member Tuition or Enrollment Fee 21-22) 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. Tuition can be a one time or monthly payment. The 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 6th or 16th of 2022. **Tuition must stop in May each school year.** It does not carry over from the previous year.
- 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 rates are the following:
 - Nursery \$2200 yearly/\$220 monthly (for 10 months)
 - Toddlers and Twos \$1900 yearly/\$190 monthly
 - 3 year olds and Pre-K \$2050 yearly/\$205 monthly
- *members of BUMC receive a \$15 per month discount