**Online Payment Instructions**

 Go to our web page at <http://broadwayunited.org/elc>. Please look for the Online Payment Link under “Join the Early Learning Center”.

 You will need to log 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 a while 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 enrollment payment or tuition payment. **Quantity** is the number of children you are paying enrollment or tuition for each month.

 Frequency is your next step.  Options are monthly or one time. Enrollment 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 tuition 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 should be May 16th of 2023. **Tuition must stop in May each school year**. It does not carry over from the previous year.

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 Payment Information is next. You will choose checking or savings account. *No credit or debit 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 incur a $15 late fee if not paid by the 15th of each month.

 Tuition rates are as follows:

Nursery Early $2350 yearly/$235 monthly

Toddlers and Twos $2050 yearly/$205 monthly

3 year olds and Pre-K $2050 yearly/$205 monthly

\*members of BUMC receive a $15 per month discount