Tuition® Express

Convenient and Safe On-time Payments

procare SOFTWARE®

Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?
Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

What if the child care provider makes a mistake and takes out too much money?
Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?
If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?
Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?
Payments will be taken out of your account on a schedule that you and the child care provider agree upon. Your provider has the ability to email (or print) statements for your records prior to the withdrawal of any money. Additionally, charges will show up on your monthly statement under "Tuition Express".

When I sign up for Tuition Express, how will this help my child care provider?
Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?
Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?
For more information on the benefits of Tuition Express, please visit us at *tuitionexpress.com*.

KinderHaus Child Care Learning Center
A Ministry of the New Holland Church of the Nazarene

717-355-7801
Fax 717-355-7810
428 Ranck Road, New Holland, PA 17557
www.nhcnazarene.org (KinderHaus Link)

August 19, 2025

Dear KinderHaus Families,

Welcome to the KinderHaus Family! We are happy to offer you a convenient way of taking care of automated tuition fees and payments.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. It streamlines and tracks carefully and allows us to access information and answer questions that might arise throughout the year.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule, either a weekly or monthly basis. Your personal account information is safe with Tuition Express and your information WILL NOT be shared outside of KinderHaus.

You may also pay your tuition ONLINE. 1) Go to myprocare.com; 2) Take a minute to set up an account; 3) Choose the option to pay online and follow the prompts.

KinderHaus will still be accepting checks and cash payment at our service windows. Also, once you have completed the required forms, you have the option of using your debit or credit card at the check in/check out computer located outside the KinderHaus office. You will receive a receipt via email.

Please look over the attached Frequently Asked Questions sheet. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, please don't hesitate to ask.

It is a quick and easy process to enroll in Tuition Express. 1) Complete the attached Automated Payment Processing Form. 2) Also, complete the short form at the bottom of this letter. Return them both to the KinderHaus office as soon as possible. We will take care of things from there. We will also be there to answer any questions you may have along the way.

We believe you will be pleased with this payment option. Thank you.

Sincerely,
The KinderHaus Administration

Date: _____
Name of Child/Children: _____
Email Address: _____

Parent Signature: _____
Printed Name: _____

Automated Payment Processing

Procare SOLUTIONS

Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) KinderHaus Child Care Learning Center to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____ CVV# _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

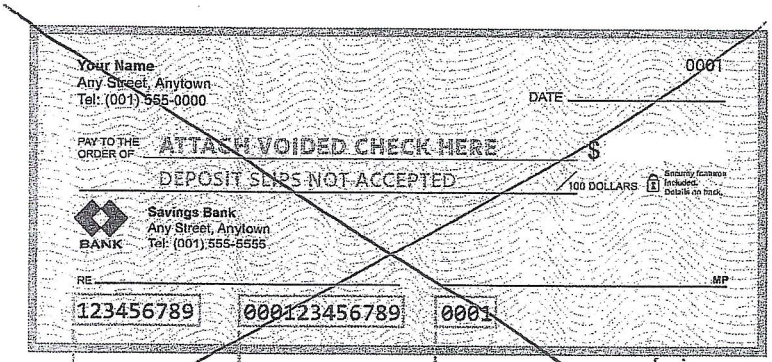
Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ ☐ Checking ☐ Savings

Authorized Signature _____ Date _____



FOR OFFICIAL USE ONLY

Date Received _____

Employee Signature _____

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