

Dear Parents,

At Kids of Christ Learning Center, we are constantly looking at ways to improve on the service we provide you and your children. With this in mind, we are now moving to mandatory automated tuition and fee payments.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete—leaving us more time to spend with your children.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. Kids of Christ Learning Center can produce a receipt for the payment or you can receive instant email notification by signing up at [www. Tuitionexpress.com](http://www.Tuitionexpress.com)

Your personal account information is safe with Tuition Express—safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

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

By completing the enclosed Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing—a step that will allow us to spend more time with your children and less time processing payments and making trips to the bank.

If an automated tuition and fee payment offered by Tuition Express is not an option for your family because of special circumstances, we will begin charging a \$10 “handling fee” each billing cycle, as we will be forced to continue processing your payments by hand.

We request that you provide debit/credit card information to keep on file. The information will be used in case of late payment. Please speak with Stacy to make different payment arrangements.

Tuition Express is convenient for you, efficient for us, but best for your children. Welcome Aboard!

Sincerely,

Christ Lutheran Youth Discipleship Board  
and  
Kids of Christ Learning Center  
223 E. 5<sup>th</sup> Street  
Zumbrota, MN 55992