

2025-2026 Calendar

August 15, 2025	Workday for Teachers to Prep for Monday- <i>Closed</i>
August 18, 2025	Move up Monday- Beginning of our New School Year
September 1, 2024	Labor Day- <i>School Closed</i>
October 13, 2025	Professional Development- <i>Closed</i>
November 11, 2025	Professional Development- <i>Closed</i>
November 27 & 28, 2024	Thanksgiving Break- <i>School Closed</i>
December 24- Jan 2, 2025	Christmas Break & New Years- <i>School Closed</i>
January 19, 2026	Martin Luther King Day- <i>School Closed</i>
February 16, 2026	Professional Development- <i>Closed</i>
April 3, 2026	Good Friday- <i>School Closed</i>
April 6, 2026	Easter Break- <i>School Closed</i>
May 15, 2026	Pre-K Graduation (PW)
May 22, 2026	Pre-K Graduation (Venning)
May 25, 2026	Memorial Day, <i>School Closed</i>



Tuition Express

Children's Discovery Center offers you the option of paying your tuition through automatic withdrawal from your bank account. This automatic payment will be a pre-authorized agreement with you, the parent, authorizing Children's Discovery Center to electronically withdraw from your checking or savings account your tuition on a semi-monthly or monthly basis. We will only be accepting automatic payment through your bank account (no credit cards).

We will need the following information from you along with a voided check or bank letter stating your account number and routing number (no deposit slips can be accepted) to set up the automatic payment.

Primary Parent Name: _____ Center: _____

Account Holder Name (if other than primary parent): _____

Bank Name: _____

Checking or Savings

Routing #: _____

Account #: _____

(the routing number is listed first on your check followed by your account number)

PLEASE NOTE: A separate Electronic Funds Transfer Authorization Form MUST be completed. (CHECK ONE BELOW)

____ I have previously completed the Tuition Express Electronic Funds Transfer Authorization, and my banking information remains the same as last school year.

____ I am a new enrollee a returning enrollee, whose banking information has changed since last year. As such, I am submitting a completed Tuition Express Automatic Payment Authorization with a voided personal check.

If you are a semi-monthly paying parent, the transfer date will be the end of the day on the payment due date (1st & 15th) per the semi-monthly tuition schedule. If you are a monthly paying parent, the transfer date will be the 1st day of the month for which services are rendered. If the due date of any payment falls on a weekend or holiday, the transfer date will be the next business day. If the automatic payment is rejected, you will be charged a \$30 fee and you will need to pay the balance by credit card (a 2.5% processing fee applies).

I, _____, authorize Children's Discovery Center to withdraw sufficient funds from the checking/savings account listed above to pay my child(ren)'s tuition as agreed upon in the parent/guardian contract. I understand that any balance on my account will be included in the automatic deduction of my bank account. I also understand that per my parent/guardian contract, any additional hours/days are to be paid for the week they are taken. If I pay semi-monthly, these additional charges will be deducted along with my normal semi-monthly tuition and if I pay monthly, these additional charges will be deducted on the next payment due date after the additional time is used. I also understand that if my bank denies the transaction for any reason I will be charged a fee of \$30.

Primary Parent Name: _____ Date: _____



What is Tuition Express?

Tuition Express is the premier payment processing service in the childcare industry. As one of the many benefits offered by Tuition Express, parents have the ability to receive their payment receipts via email. TuitionExpress.com keeps parents in touch with their childcare center and their personal finances. Here are some of the features of TuitionExpress.com:

- Receive all your Payment Receipts via email.
- Email notification of all Non Sufficient Fund (NSF) items or Declined Credit Card transactions.
- View and print Transaction History reports.
- Regenerate past email payment notifications.
- All receipts are Flexible Spending Account qualified (provided center has submitted required data).
- Easy access to change email address to which notifications are sent.

HOW TO REGISTER AT TUITIONEXPRESS.COM

- Your childcare provider will issue you a unique Tuition Express ID number.
- Go to www.tuitionexpress.com and click on "My Account".
- Click the "Click here to Register" link to begin the account set up.
- Enter the Tuition Express ID number and the Last 4 digits of your bank or credit card account number.
- Create a username and password
- Type in your email address and check the box "Receive Notification"
- Click "Submit". When you receive an email from Tuition Express, click on the link to confirm your email address.



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FACTS ABOUT AUTOMATIC PAYMENTS

- Automatic Payments have been around for more than 30 years and use the same network as Automatic Deposits. More than 2 billion transactions a year are made via Automatic Payment.
- Each Automatic Payment is deducted from your account on the due date of each payment cycle so it is easy to track.
- Automatic Payments are confidential transactions. Just one or two people see them. In contrast, checks pass through three to nine hands as they are processed and have all the information available for a criminal to steal your identity.
- Automatic Payments help you maintain a good credit rating because bills are paid on time, every time.
- Record keeping is easy. Each bill paid automatically from your checking account or credit card is listed on your monthly statement.
- Consumers who use Automatic Payment are protected by the Electronic Funds Transfer Act of 1978, known as Federal Regulation E. www.hankersonlinc.com/re~05/205.html
- Automatic Payment saves you money. It costs consumers close to \$100 a year in time and Automatic costs, such as postage, to pay bills by check instead of using Automatic Payment.
- Automatic Payments are great for travelers - since bills are paid automatically, you do not have to worry about them when you are out of town.