

Welcome to the 2021-2022 school year at The Berry Patch! My name is Carrie Lounsberry, and I am honored to own The Berry Patch with Molly Dykstra and our husbands. In my role as Director of Finance and Student Accounts, I am your first point of contact for all questions, concerns, or requests regarding monthly invoicing and tuition payment.

****If you completed a Billing Contract for the 2020-2021 school year, you do not need to fill out a new form.****

We have TWO Monthly Payment Options for 2021-22 School Year

1. ACH

- a. Automatic Payment through your Checking or Savings Account
- b. Fill out Billing Contract and mail or email by August 31.
 - i. mail attn: Carrie Lounsberry, 5300 France Ave. S., Edina MN 55410
 - ii. email: c.lounsberry@berrypatchschool.com

2. Online Credit Card Payment

- a. Click on Credit Card Payment link on your monthly invoice email
- b. 3.5% convenience fee added to payment

****In an effort to go to a touchless payment system we will no longer be accepting check payments. ****

September Tuition

All families currently enrolled should have already paid the September tuition as confirmation of your child's placement this school year (unless your child has been enrolled this summer.)

September 1 Invoice will include:

- Covid Cleaning/Staffing Fee (\$80/student for the school year)
- Any adjustments (credits/new charges) due to registration changes for your child over the summer (change of days, addition of lunch, etc.)

Monthly Invoices October - May

- Sent via email on the 1st of the month
- Will include upcoming month's tuition (including lunch or full day options per your child's registration)
- Review invoice between the 1st and 7th for any questions (ACH is initiated on the 8th of each month); email me directly.
- Due by the **10th of the month** by ACH or Credit Card payment
- A late fee of \$20 will be added to invoices not paid in full by the 20th of each month.
- A balance carried after 3 months will result in a pause in enrollment; your child can return to school once payment has been made.

Thank you for taking the time to understand our billing process. It is our desire to make it as smooth as possible. Please feel free to contact me with any questions or concerns!

Carrie Lounsberry
Finance & Student Accounts Director/Co-Owner, The Berry Patch