

Dear Families,

Welcome to the 2023-2024 school year at The Berry Patch! My name is Carrie Lounsberry. I am your first point of contact for all questions, concerns, or requests regarding monthly invoicing and tuition payment.

We use the **Brightwheel** app for invoicing and payments, as well as your primary communication with your child's teacher. You will be able to view your invoices and make payments directly through the app.

You will use BRIGHTWHEEL for payments for 2023-24 School Year

1. Autopay

- a. You can select to pay monthly via autopay and you will set this up yourself.
- b. Automatic Payment through your Checking, Savings or Credit Card
- c. Sign up for Brightwheel Billing **by August 31**.

2. Pay monthly via Brightwheel

- a. Use the app to pay each month by the 10th.

September Tuition

All families currently enrolled have paid the September tuition as confirmation of your child's placement this school year (Any summer enrollees' invoices will be due upon receipt.)

September 1 Invoice

- Sent via Brightwheel on the 1st of September

Will include:

- Activity Fee (\$130/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 Brightwheel on the 1st of the month
- Will include upcoming month's tuition (including lunch/afternoon opportunities per your registration)
- Review invoice between the 1st and 7th for any questions; email me directly.
- Due by the **10th of the month** - we will no longer initiate automatic payments, however you can set up your account within Brightwheel for automatic payments.
- 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. Please feel free to contact me with any questions or concerns!

Carrie Lounsberry

Assistant Director of Enrollment & Operations/Co-Owner, The Berry Patch