

# Financial Policies

Tuition is due one full week in advance. If payment is not made by Monday morning each week, you will incur a late fee.

NEW as of this summer – We now have a parent portal ([www.myprocare.com](http://www.myprocare.com)) where you can see your child's schedule, view your ledger any time, make a credit card payment, and print out a statement or tax document with specified dates all on your own! It will be the same username and password that you use for the Procure app. Please note that you can't make payments through the app, but only in the portal.

## Procure Tuition Payment Options

Here are the tuition payment options available through Procure:

### CHECK:

- You can set up Bill Pay through your bank. There are no extra fees, and you can set up a recurring payment. Your bank will send us a physical check in the mail. Give them our address and have them put your child's name in the memo. Please be aware that it can often take a full week for the check to get to us in the mail and we do require payment one week in advance.
- There is a box on the wall that says "Tuition Payments" where you can drop off checks. If your last name is different than your child's, please include the child's name in the memo section.

CREDIT CARDS/DEBIT CARDS – There is a 3% convenience fee for credit cards and 2% convenience fee for bank withdrawals.

- We will include a link to your parent portal in each invoice where you can make credit card payments.
- You can pay through your parent portal anytime at [myprocare.com](http://myprocare.com).
- You can set up autopay and we will automatically pull the payment on Thursday of each week for you. Please fill out [this form](#) and return it to the front desk.
- You can pay with a credit/debit card anytime at the front desk.
- We accept Visa, MasterCard, Discover, and American Express.

CASH - Please see the preschool office to receive a receipt for cash payments.

- When you turn in a cash or check payment, please give it a few days processing time before you see it posted to your account. We only post payments on Tuesday's and Thursdays at noon.

# Other Reminders

**LATE PAYMENTS:** Credit Card information will be collected, and weekly credit card payments will be automatically withdrawn if three late fees are incurred within the same year.

Regular tuition is due for weeks with holidays. If your child is absent, full tuition will still be charged. If you would like to switch days, we are happy to check availability if it's within the same week and the classroom has availability.

**SCHEDULE CHANGES:** We do require a three-week written notice for schedule changes which would include vacation credit requests, reduction of days, or withdrawals. If we do not have a three-week notice, you will still be charged. Schedule changes can be submitted electronically in three places:

1. Go to [grcp.org](http://grcp.org) and click "Contact Us"
2. Email us at [schedule@grcp.org](mailto:schedule@grcp.org)
3. Click [here](#) to submit a Schedule Change form

If you want to add or extend days, we don't require advance notice and are happy to check availability in the classroom for that day.

You are eligible to take one week of vacation during the school year. If you've been here at least 4 months and give us a three-week notice, you will receive a credit for that week. You can take it all at once or split it up.

Click [here](#) to see our rate sheet for this year.

## Frequently Asked Questions

- Why am I receiving a duplicate email for every message I receive in the Procure app? You will receive messages through the Procure app, and you will also receive a duplicate email with the same message unless you turn that setting off in your Procure app settings. Click on the three lines in the upper left corner. Click on where your photo would be to edit your profile. Scroll down to where it says, "Email Notifications" and uncheck "Staff Messages".
- Reminder: You cannot make a payment through the app.
- How do I make a payment on my phone through <https://www.myprocure.com/> without getting an error about "cookies"?

To allow payments through [www.myprocare.com](http://www.myprocare.com) on your phone you need to complete this set up from within your phone settings:

- Click on your phone “settings”
- Click on “safari”
- *(Scroll down a bit and you will find the next step under “Privacy & Security”)*
- Click on “Prevent Cross-Site Tracking” and it will turn grey.
- Click on “Block All Cookies” and it will turn grey.
- At the bottom of this same section in blue writing it says “Clear History and Website Data”. Click on that and then the red words that again say “Clear History and Data”. FYI - This will remove any saved web pages you are currently using.

How do I make a payment on my pc through [www.myprocare.com](http://www.myprocare.com) without getting an error about “cookies”?

In your computer settings, you need to “allow cookies” and “clear the cache”. *(If you don't know how to clear the cache, you can try to make the payment the following day because phones and computers clear the cache automatically once a day.* If you are still having trouble, try using Google Chrome.