

## How to pay tuitions

### Cash & Checks

- There will be a drop box on the sign in table for you to place envelopes with cash or check payments in at drop off or pick up. If you need a receipt, please place a note with your payment and we will have it ready for you at pick up or the next morning.

### Credit card

- Credit card payments will continue to be accepted online. We will not be able to process credit card payments in person at this time. We apologize for this inconvenience, but we must think of the health and safety of our teachers and children at Lighthouse School. For more information about how to make a payment online, [click here](#).

Dear families,

For those of you who are currently not set up to be able to look over your statements and go over your account. Here is how we can help you get access to it. First, I will need you to send Jen an email that you use so she can get that into the system. That will allow you to go in and set up your account to have access. Second, Once your email is entered please follow these directions.

### Online Account and Tuition Payment

#### Features:

1. Look at your current statements
2. See a summary of charges/payments over a period of time.
3. Make an Online Payment (There is a fee that will be applied to your payment.)

#### Getting Started:

1. Give us an Email address you would like to link to your child's account.
2. Register at [www.myprocare.com](http://www.myprocare.com)
3. You will receive a registration code via email to submit and then set up your own log in password.
4. After logging in to your account, you will see your recent transactions. From there you can click on Reports to see your statements or summary of payments. You may also click the green "Pay" button to make an online payment.

We are not using ProCare's attendance tracking feature nor recording immunizations online. If you click on those links, they will not yield any information.

Please let us know if you have any questions.

Amanda Lawton, Director