



PEPIN ACADEMIES

July 1, 2015

Parents/Guardians,

At Pepin Academies Aftercare we are constantly looking at ways to improve on the service we provide for you and your children. With this in mind, we are excited to offer the convenience of automated bill payments for our Aftercare services.

Tuition Express, part of our new ProCare Software management system, allows us to process payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete.

Once enrolled in Tuition Express, your Aftercare payments will be paid automatically on a weekly basis. We can provide you with a printed receipt for the transaction or you can receive an instant email notification by signing up at www.tuitionexpress.com

Your personal account information is safe with Tuition Express—safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the Frequently Asked Questions sheet. There you will find answers to questions you may have about Tuition Express or automatic payments in general. If you have further questions, please don't hesitate to ask.

All families who will be using Aftercare (even occasionally) will need to fill out a family registration form. If you wish to take advantage of Tuition Express you will also need to fill out the form for your preferred method of payment.

Sincerely,

Pepin Academies Aftercare Program

Please contact Monica Garcia mgarcia@theacademies.us if you have any questions.

Enhancing Academic Success for Students with Learning or Learning Related Disabilities

Hillsborough Campus: 3916 E. Hillsborough Ave. • Tampa, FL 33610 • Telephone: 813.236.1755

Riverview Campus: 10530 Lake St. Charles Blvd. • Riverview, FL 33578 • Telephone: 813.677.6700

www.PepinAcademies.com

Aftercare Policy

Registration

All students must be registered in our aftercare program to attend. This registration can be completed at any time during the school year.

Hours

Aftercare is offered Monday through Friday from 3:30-5:30pm. Any students picked up after 5:30pm are subject to late fees. Aftercare will be available on early dismissal days from 12:00-5:30pm.

Aftercare is not available on school holidays, vacations or on the last day of the school year.

Payment

Aftercare cost is \$10 per day regardless of the amount of time the student is in aftercare. Payment is required weekly. Delinquent payments can result in your child being removed from the aftercare program. Payments can be made by; cash, check, online, or through auto-debit.

There will be no refunds for credits on aftercare accounts, if you choose to pay ahead and do not use your balance the only option is to transfer your funds to the student's lunch account.

Students with a lunch, aftercare, or library balance owed of \$20.00/ higher will not be permitted to attend field trips until the balance is paid.

Late Fees

Students picked up after 5:30pm will be charged:

\$1 per minute for the first 5 minutes

\$2 per minute after the first 5 minutes

Three late pick-ups may result in your child being removed from the aftercare program.

Procedures

Aftercare begins promptly at 3:30pm. Any student not picked up by 3:30pm will be sent to aftercare and will be charged accordingly.

No students are allowed to wander the campus after 3:30pm. Failure to report to aftercare will result in administrative action.

Students will receive a light snack and drink each day. Help with homework will be available if needed. All standard school rules apply and will be followed during aftercare.

All students must be signed out by an adult. Only adults listed on the student's aftercare registration will be allowed to pick up the student. In the case unforeseen emergencies, please call 813-677-6700 and use the appropriate extension to contact the aftercare attendant and let them know who will be picking up the student.

Location

Aftercare services are provided in the cafeteria extension 206

Parent/Guardian Information

Registration Date: _____

Guardian 1 First Name: _____ M.I. _____ Last Name: _____
Relationship to student: _____ Gender: Male Female
Address: _____
Occupation: _____ Home Phone: () _____
Employed By: _____ Office Phone: () _____
 Custodial Parent (If married, mark both parents) Cell Phone: () _____
Email: _____
Marital Status: Married Single Divorced Separated Widowed Other _____

Guardian 2 First Name: _____ M.I. _____ Last Name: _____
Relationship to student: _____ Gender: Male Female
Address: _____
Occupation: _____ Home Phone: () _____
Employed By: _____ Office Phone: () _____
 Custodial Parent (If married, mark both parents) Cell Phone: () _____
Email: _____
Marital Status: Married Single Divorced Separated Widowed Other _____

Child Information

1st Child First Name: _____ M.I. _____ Last Name: _____
Name child prefers to be called: _____ Grade: _____
Child's Address: _____
Gender: Male Female Date of Birth: _____
List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

2nd Child First Name: _____ M.I. _____ Last Name: _____
Name child prefers to be called: _____ Grade: _____
Child's Address: _____
Gender: Male Female Date of Birth: _____
List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Emergency Contacts & Authorized Pickup Persons:

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

3rd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

4th Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

Payment Information:

Payments can be automatically transferred from a checking account or credit/debit card or made online via Tuition Express. If you wish make your payments this way please fill out the appropriate registration form. Payments can also be made in person via cash or check.

Please outline below whom is responsible for payment of tuition and fees. Please fill out if parents are divorced and split tuition payment or if tuition payment is the responsibility of an adult other than the parents listed above.

Additional Comments & Information:

Is there is any other information that that would be helpful to our management and teaching staff?

Signature:

Parent's Signature: _____ Date: _____

Thank You!



**Automated Payment Processing
Safe – Convenient – Easy**

We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of _____ (business name), I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.

PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Cardholder Signature _____ Date _____

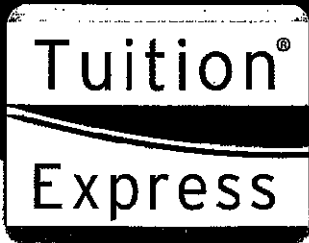
Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)
4 digits

For Official Use Only
Date Received
Employee Signature

A service of



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SOFTWARE®



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	

Authorized Signature _____ Date _____

For Official Use Only

Date Received
Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: <u>Attach Voided Check Here</u> \$ _____		
Deposit slips not accepted _____ Dollars		
1234567891	18003381	0226
Routing Number	Account Number	Check Number

A service of



Tuition[®]
Express

**Convenient and Safe
On-time Payments**

procare
SOFTWARE[®]

Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?

Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?

Payments will be taken out of your account on a schedule that you and the child care provider agree upon. Your provider has the ability to email (or print) statements for your records prior to the withdrawal of any money. Additionally, charges will show up on your monthly statement under "Tuition Express".

When I sign up for Tuition Express, how will this help my child care provider?

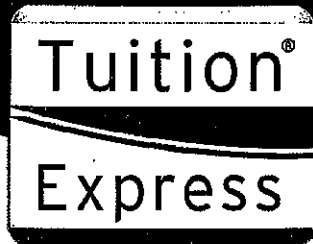
Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.



Automated Payment Processing
Safe - Convenient - Easy



After you've read the comments by other parents, we're sure you'll be happy to join the thousands who enjoy the safety, reliability and convenience of paying their tuition using Tuition Express!



I have been using Tuition Express for almost two years. Never once have I experienced a problem. Tuition Express is the best payment processing service available. Take my advice, put your checkbook down and sign up for Tuition Express today.

~ Sabrina Kanganis, Tampa, FL

Before I began using Tuition Express I was always late with my payment, which jeopardized my place at the center. Now my payments are on time and I get instant email notification when the payment is made. What a relief!

~ Rebecca Sanchez, Reseda, CA

We are on board with anything that makes our lives a little easier. Best of all, we receive our receipts via email so we can get our flex plan reimbursement quicker. Thanks Tuition Express; you rock!

~ Steve & Eileen Gravel, Portland, OR

If I don't have to take my checkbook out to write a check, I'm a happy mother. Tuition Express has made paying my child care provider simple and easy. I receive my receipt by email and enter the payment into my checkbook; done! Thanks Tuition Express.

~ Hadida Goldfarb, Brooklyn, NY

We pay most of our bills electronically, so it was easy for us to convert to Tuition Express. We wouldn't have it any other way.

~ Mr. & Mrs. Domino, Grand Junction, CO

I was a bit paranoid allowing the center to draft my checking account, but after I found out how safe and secure Tuition Express was, I signed right up! And, the Tuition Express website allows me to receive my payment receipts via email, so I know when and how much was drafted.

~ Jeff Limiter, Nashville, TN

I am so glad I don't have to write a check anymore. Tuition Express charges my credit card and, best of all, I receive frequent flyer miles for each payment. Thanks for making my life a little easier Tuition Express.

~ Sharnette Brown, Louisville, KY

We had a few problems with paying bills at our bank's online website, so we were concerned. We signed up for Tuition Express last January and have never had a problem. Could you please teach our bank how automatic payments "should" be done?

~ Jessie & Erika Varis, Atlanta, GA

Ask your child care provider about it today!