



Safe, caring and affordable since 1970

Dear Parents and Families,

At Chardon Community Day Care Center we are constantly looking at ways to improve our services and maintain our low prices. With this in mind we are excited to finally be able to offer you the convenience of automated tuition and fee payments.

Tuition Express, part of our Procure Software management system, will allow us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will complete tasks which have normally taken us hours to complete.

Once enrolled in Tuition Express your tuition and fee payments will be paid automatically and a schedule that we both agree upon. Chardon Community Day Care Center can produce a receipt for the payment or you can receive instant email notification by signing up at www.tuitionexpress.com. You will also be able to check your outstanding balance, view previous payments or make manual payments online at anytime.

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 attached *Frequently Asked Questions*. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, please feel free to ask either Rachal or me.

By completing the enclosed Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing – a step that will allow our staff to work more accurately and efficiently, requiring less time to process payments and making repeated trips to the bank.

Sincerely,

Robin Ulmer
Daycare Administrator



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