



Dear Parents,

We hope this letter finds you well. We are continuing to work diligently to introduce safety protocols to create a safe environment for the children and teachers. Given the new drop-off and pick-up procedures, we no longer accept cash payments.

We want you to have options to pay tuition in a method that makes sense for your family, but we also want to minimize the work required. The easiest way to pay is via a payment authorization for ACH or credit cards via Tuition Express. Your tuition, as well as other fee payments, can be paid automatically and on a predictable schedule.

Your personal account information is safe with Tuition Express. Automated payments have proven to be safer than writing checks and eliminate potential check fraud or identity theft.

The types of automated payments available to you once enrolled in Tuition Express, and their associated fees are:

- ACH Drafts (from checking, savings) – No charge
- Visa and Master Credit Cards (including debit cards) – **2% Fee, effective July 1, 2020**

If you wish to use a Flexible Spending card to pay for tuition, you will be charged the credit card fee as we are charged fees for those cards too.

In addition, we are excited to introduce MyProcare as an additional resource for families to track balances and manage personal information.

To access MyProcare:

1. Go to [MyProcare.com](https://www.myprocare.com).
2. Enter your email address (the email you have on file with Building Blocks) and press **Go**.
3. Enter the confirmation code sent to your email, select a password, and press **Go**.
4. At this point, you may:
 - a. View your child's schedule, timecard, immunizations, and more.

Thank you, and please feel free to contact us with any questions or concerns.

Thank you,

*Connie Holt, Director
Building Blocks and
Premier Early Childhood Education Partners*