



## Preschool 2025-26 Tuition Authorization

As a convenience for parents, and to help reduce our administrative costs, Light of Christ Preschool will schedule tuition payments as monthly withdrawals from your checking account.

**Please add your checking account information as payment method via  
[locchurch.churchcenter.com](http://locchurch.churchcenter.com)**

Your payment method needs to be entered before tuition payments can be scheduled.  
See the attached "Instructions for Payment Method for online transactions"

**Your online payment method AND this authorization form is due by June 30, 2025**

Returning families need to return this form for the new school year (your payment method should already be set up)

Return form to: Vicki Barmore, email: [vickib@locchurch.com](mailto:vickib@locchurch.com)

Mail: 1700 Longmeadow Pkwy, Algonquin, IL 60102 or bring to the church office Mon-Fri 8:30-4:00

### Check the Class(es) for enrollment:

Monthly Tuition

<input type="checkbox"/>	\$405	4's: M-F 8:45-12:00 (Kindergarten Readiness)	Child's Name: _____
<input type="checkbox"/>	\$310	4's: M-TH 12:30-3:00 (Kindergarten Bound)	Child's Name: _____
<input type="checkbox"/>	\$290	4's: M/W/F 8:45-12:00 (Kindergarten Prep)	Child's Name: _____
<input type="checkbox"/>	\$275	3's: M/W/F 9:00-11:30 (Discovery)	Child's Name: _____
<input type="checkbox"/>	\$205	3's: T/Th 9:00-11:30 (Explorers or Adventures)	Child's Name: _____
<input type="checkbox"/>	\$190	2's: T/Th 9:00-11:00 (Quackers)	Child's Name: _____
<input type="checkbox"/>	\$95	2's: Wed 9:00-11:00 (Ducklings)	Child's Name: _____
<input type="checkbox"/>	\$90	4's: Mon (add-on) 12:00-2:00 (Enrichment M)	Child's Name: _____
<input type="checkbox"/>	\$90	4's: Wed (add-on) 12:00-2:00 (Enrichment W)	Child's Name: _____
<input type="checkbox"/>	\$170	4's: <b>M&amp;W</b> (add-on) 12:00-2:00 (Enrichment M&W)	Child's Name: _____
<input type="checkbox"/>	\$90	3's: Wed (add-on) 11:30-1:30 (Enrichment W)	Child's Name: _____
<input type="checkbox"/>	\$90	3's: Thur (add-on) 11:30-1:30 (Enrichment Th)	Child's Name: _____

### Select Date of Tuition Payment:

<input type="checkbox"/>	2 <sup>nd</sup> of each month	<u>Automatic monthly payments begin in August 2025.</u>
<input type="checkbox"/>	16 <sup>th</sup> of each month	<u>The last payment month will be April 2026.</u> (9 months total)

<input type="checkbox"/>	<ul style="list-style-type: none"><li>I understand the monthly payment dates.</li><li>I authorize Light of Christ Church to debit my account for the class(es) indicated above.</li></ul>
initial	<ul style="list-style-type: none"><li>I understand that I can contact Light of Christ Church at any time to cancel any future payments.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>I understand that for a <u>Debit/Credit card</u> payment an <u>additional 2.5% fee</u> will be added to the monthly tuition. (This covers the increased processing fee charged for card transactions).</li></ul>
initial	

<b>Billing Contact Information</b>	Name: _____
	Address: _____
	City, State, Zip: _____
	Email: _____
	Phone: _____

- You will receive an email payment receipt every month.
- If you have any questions about the payment process please contact Vicki Barmore, Financial Administrator, at [vickb@locchurch.com](mailto:vickb@locchurch.com) or 847-658-9250.

# Church Center- Light of Christ

## Instructions for **PAYMENT METHOD** for online transactions

### Questions or problems?

Contact: Vicki Barmore  
Financial Administrator  
vickib@locchurch.com  
847-658-9250

LOC website: locchurch.com select: Church Center

Or

direct link: <https://locchurch.churchcenter.com/login>

Note: the LOC Church Center App can also be used.  
The screens vary but the process is similar.

Enter a cell #  
or email  
to access  
your profile  
(or to create a  
profile)

Select "Me"  
to view your  
profile options

"My Profile &  
Settings" screen:  
Scroll down  
select  
"My Giving"

"My Giving" Screen:  
Select "Payment Method"  
then "Add payment method"

Select:  
"US bank account"

Select one of the bank  
icons or use the "search  
for your bank" box  
Then select  
"Add payment method"

IF YOU DO NOT FIND YOUR BANK  
GO TO STEP 6

There are a series of  
screens that guide you to  
log into your bank  
account. (Stripe, is our  
processing company)

Once the verification is  
complete your bank  
account will be listed on  
your Payment Method  
screen.

Payment method: Card (Debit/Credit)  
cards don't require verification, but  
the processing fees are higher so  
Preschool will add 2.5% to the tuition  
payment.

Bank Account  
Login Screens  
(after Step 4 & 5)

Note: actual  
screens may vary  
slightly but will  
be similar to  
these shown.

You must  
choose  
"Allow"

If you do not find your bank in  
Step 4 & 5 or choose not to log  
in to your bank account  
manually verify your account.

Manually Enter Bank Details – enter your bank  
Routing Number & Account Number  
and "Submit"

- a \$0.01 micro-deposit is sent to your account. This may take 1-2 days to complete.
  - The micro deposit will have a six-character SM-code.  
Use the code to complete the verification process.
    - Log in, go to Payment Methods
    - select Verify Account and enter the code.
- You have 10 days to enter the SM-code, otherwise the bank account must be deleted and start the process again.

After manually  
entering your  
bank details you  
should see your  
bank account  
listed on your  
Payment  
Method screen  
with a message  
'pending  
verification'.