

Early Discoveries Tuition Payment Tip Sheet

Payment By Online Payment Solution

The full Monthly Tuition payment is due in advance on the 25th of the prior month.

Example: On April 25th, tuition is due for May. In order to eliminate unnecessary handling of paper for 400+ families at the center, you will not receive a bill. Parents are expected to pay tuition according to Center Policy as defined on the Tuition Rate Schedule, our Parent Guide and this Tip Sheet.

All accounts must be at a ZERO balance by the 1st of every month!

Online Payment Solution:

The Online Payment Solution is a secure, online web portal, accessed through the Family Information Center, which allows families to:

- Sign up for recurring ACH payments to pay your tuition balance
- Manage family and account information in one place
- Go paperless and leave the checkbook at home

At this time, the primary payer on your Bright Horizons account is able to sign up for this service. The Primary Payer does not necessarily reflect the parent or guardian providing the funds for the account. You may confirm the primary payer information with a member of your school leadership team. Go to <https://familyinfocenter.brighthorizons.com> for more detailed instructions on how to sign up today! If you have any questions or concerns, please contact our helpdesk at 855-239-3850.

Statements

- Tuition Charges are recorded in the “Charge” column.
- Payments, scholarships, adjustments, etc. are recorded in the “Credit” column.
- In the “Balance” column, a negative sign indicates a credit towards your account. This means you are likely properly paid toward the following month’s tuition.
- Parents on leave sometimes miss up to three deductions. Please review your paycheck.
- Please make note of the date of the statement located in the upper right of the statement. The information on your statement reflects only the activity on your account for those dates.

Balance Due: Accounts are monitored weekly. Parents with a balance due will be contacted via email as a reminder that payment has not yet been received.

If you have any questions regarding your account, contact a Center Director at 224-668-7532