



## Preschool 2026-27 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, 2026**

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"/>	\$415	4's: M-F 8:45-12:00 (Kindergarten Readiness)	Child's Name: _____
<input type="checkbox"/>	\$300	4's: M/W/F 8:45-12:00 (Kindergarten Prep)	Child's Name: _____
<input type="checkbox"/>	\$320	4's: M-TH 12:30-3:00 (Kindergarten Bound)	Child's Name: _____
<input type="checkbox"/>	\$700	4's: M-TH (8:45-3:00) & F (8:45-12:00) (Extended Day)	Child's Name: _____
<input type="checkbox"/>	\$295	3's: M/W/F 9:00-11:30 (Discovery)	Child's Name: _____
<input type="checkbox"/>	\$215	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: Enrichment 1 day (add-on) 12:00-2:00	Child's Name: _____
<input type="checkbox"/>	\$170	4's: Enrichment 2 day (add-on) M/W 12:00-2:00	Child's Name: _____
<input type="checkbox"/>	\$90	3's: Wed Enrichment (add-on) 11:30-1:30	Child's Name: _____
<input type="checkbox"/>	\$90	3's: Thur Enrichment (add-on) 11:30-1:30	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 2026.</u>
<input type="checkbox"/>	16 <sup>th</sup> of each month	<u>The last payment month will be April 2027.</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> <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>

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

- An email payment receipt will be sent every month

### Questions about the tuition payment process?

Contact: Vicki Barmore  
Financial Administrator  
[vickib@locchurch.com](mailto:vickib@locchurch.com)  
847-658-9250

# Church Center- Light of Christ

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



1700 Longmeadow Parkway | Algonquin, IL | 60102  
Contact Us | 847-658-9250 | mail@locchurch.com

Using the **LOC website**: locchurch.com

Scroll to the bottom of the LOC webpage & select: Church Center

Baptism

Employment Opportunities

Contact Us

Prayer Requests

Church Center Login

Location & Hours


**Questions or problems?**

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

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

direct link to the Church Center login page:  
<https://locchurch.churchcenter.com/login>

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



Home Directory Serve Calendar More

1

VB

VB Hello, Vicki! My profile & settings

My schedule

Activity

2

Select: My Profile & Settings"

Select your profile picture to access your Profile & Setting

This will be your name /photo

My profile & settings

3

YOUR NAME

My profile and household

Schedule

Directory profile

Payment methods

Payment methods

Any prior payment methods entered will be listed here

+ Add payment method

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

Add payment method

5

US bank account

6

Select: "US bank account"

Select a bank icon OR use the box "search for your bank"

Then select "Add payment method"

Then log into your bank.

If you do not find your bank in Step 5 & 6 or choose not to log in to your bank account select: manually verify your account.

7

Enter bank details manually instead (takes 1-2 business days)

Submit

After submitting your bank details you should see your bank account listed in your Payment Method screen with a message 'pending verification'.

These series of screens after Step 5 & 6 link you to Stripe (our processing company). You will need to log into your bank account to verify you are the account holder. Once the verification is complete you will see your bank account as a Payment Method in your profile.

Log in with Your bank

Stripe wants access to your Account

This will allow Stripe to:

View basic account info

Additional access

Offline access

Profile

Accounts

Transactions

You must choose "Allow"

Success

Your account was connected.

Back to Light of Christ Lutheran Church

**Manually Enter Bank Details** – enter your bank Routing Number & Account Number & "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 to Church Center, 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.