2027 Tuition & Billing Newsletter

Important Updates for Families | Effective January 4, 2027

Dear Sunshine After-School Families,

As we prepare for 2027, we are excited to bring more of our billing and family communication together through **Brightwheel**, creating a more convenient and streamlined experience for our families.

Beginning January 4, 2027, Sunshine School will transition to Brightwheel for tuition billing and payments.

Before we get into the details, we want to highlight what is staying the same and what is changing.

What Is Staying the Same?

- **Tuition Rates:** Your current tuition rates will remain the same. There will be no tuition increase associated with this billing transition.
- **Monthly Payments:** Tuition will continue to be collected monthly, with payments due on the 1st of each month.
- **Deposits & Credits:** Any existing deposit or account credit will automatically transfer to your Brightwheel account.
- **Bank Transfer Fees:** Sunshine School will continue covering the bank transfer (ACH) processing fees, just as we have in the past.

What Is Changing?

- **New Payment Platform:** All tuition payments will be processed through Brightwheel starting January 2027.
- **Consistent Monthly Tuition:** Previously, tuition amounts were calculated based on the number of weeks in each month, so monthly payments could vary. Starting in January 2027, tuition will be calculated as a flat monthly rate. This means your monthly tuition payment will be the same amount every month, making it easier for families to plan and budget.
- **More Payment Options:** Families can choose to pay through a bank transfer (ACH) or credit/debit card. ACH transfers remain free, while credit/debit card payments will have a small processing fee.
- **New Autopay Setup:** Existing autopay arrangements on the Sunshine School website will not transfer automatically. Families who wish to continue using autopay will need to set it up again through Brightwheel.

Please review the following information carefully to prepare for this transition.

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1. Brightwheel Billing Transition

Important Dates

- **December 4, 2026:** Deadline to add your preferred payment method on Brightwheel.

- **Late December 2026:** Brightwheel billing will become available.
- **January 1, 2027:** January tuition payment due via Brightwheel.
- **January 4, 2027:** Official start of Brightwheel billing.

Action Required: Set Up Your Payment Method by December 4, 2026

Please log into your Brightwheel app and add your preferred payment method before the deadline.

Follow these steps:

1. Open your **Brightwheel** app.
2. Tap the **three-line menu** in the upper-left corner.
3. Select **Payments** → **Payment Settings**.
4. Enter and save your preferred payment method.

Payment Options & Processing Fees

- **Bank Transfer (ACH): FREE** – Sunshine School will continue covering the processing fee.
- **Credit/Debit Card:** Available for families who prefer to pay by card. A small processing fee will be applied by Brightwheel.

Important Reminders About Your Existing Account

- Existing deposits and account credits will automatically transfer to Brightwheel.
- If you currently use autopay through the Sunshine School website, it will be deactivated after December tuition has been processed.
- Autopay will not transfer automatically. Please set up a new autopay schedule through Brightwheel if you wish to continue automatic payments.
- You may also choose to make payments manually each month through Brightwheel.

2026 Payment Records & Tax Receipts

You can continue accessing your Sunshine School website account to view and download your 2026 payment records and receipts through December 31, 2027.

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2. 2027 Flat Monthly Tuition Rates

Effective January 4, 2027

Starting in January 2027, tuition will be billed at a consistent flat monthly rate instead of being calculated based on the number of weeks in each month.

There will be no increase to your current tuition rates as part of this transition.

Please click the link below to view the 2027 flat monthly tuition rates for each age group and enrollment options.

After-school: https://www.mysunshineschool.com/docs/Sunshine_Afterschool_Info_Tuition.pdf

Preschool : https://mysunshineschool.com/docs/Sunshine_Preschool_Info_Tuition.pdf

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3. Billing & School Policies

Please take a moment to review the following billing and school policies, which will continue into 2027.

Registration & Enrollment Fees

Since our founding in 1998, Sunshine School has never charged an initial enrollment or annual registration fee. We are happy to continue this commitment to our families.

Monthly Payment Due Dates & Late Fees

- Tuition is due on the **1st of each month**.
- Payments received after the **10th** will incur a **10% late charge**.
- Families can check their account balance anytime through their online Brightwheel account.

Withdrawal Notice

A minimum of **4 weeks' advance notice** is required before withdrawing your child from the program to avoid additional charges.

Thank You for Being Part of Sunshine School!

We appreciate your continued trust, feedback, and support. Our transition to Brightwheel is an important step toward bringing billing and family communication together in one convenient place.

We encourage everyone to complete their Brightwheel payment setup by **December 4, 2026**, to ensure a smooth transition into the new year.

If you have any questions about the new billing system, tuition payments, or your account, please feel free to contact us:

After-school at (408) 839-8366 or email: Afterschool@mysunshineschool.com.

Preschool at (408) 272-0368 or email: Preschool@mysunshineschool.com

Thank you for being part of the Sunshine School family. We look forward to another wonderful year ahead!

Warm regards,

Sunshine School