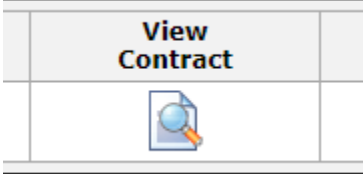
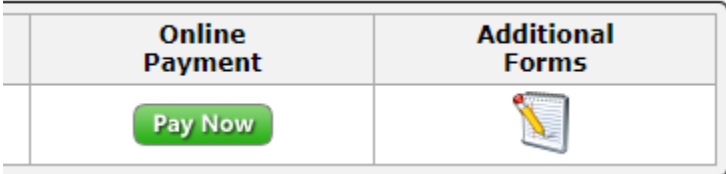
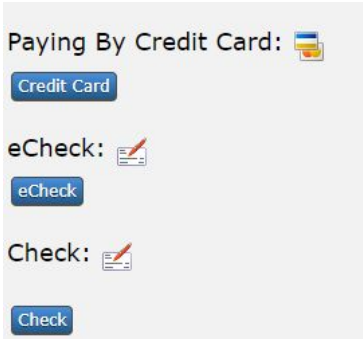





# LANCASTER COUNTRY DAY SCHOOL

## Re-Enrollment Contract Instructions

Log into My Backpack (<https://lcds.seniormbp.com/>) - Contact [Beth Otto](#) if you have forgotten your username and password.

<ul style="list-style-type: none"> <li>Click on "Enrollment/Re-Enrollment" under <b>My Forms/Documents</b>.</li> </ul>	<p><b>My Forms/Documents</b></p> <p><i>Admissions Inquiry</i></p> <p><i>Admissions Applications</i></p> <p><u><i>Enrollment/Re-Enrollment</i></u></p>
<ul style="list-style-type: none"> <li>Click on <b>View Contract</b>. This is where you will see your child's reservation deposit and net tuition amounts for next year. Also, in this document is where you will choose your payment plan and payment options. At the end is where you will electronically sign and date to accept the re-enrollment contract.</li> </ul>	
<ul style="list-style-type: none"> <li>To pay for the deposit, click on <b>Pay Now</b>.</li> <li>The <b>Additional Forms</b> section has the tuition schedule, EFT forms, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>There are (3) ways to pay your child's deposit.</li> </ul>	
<p><b>NOTE:</b> If you choose to pay by "Check", make sure to print out the payment voucher and attach it with a check or cash. (see below)</p>	
<p>Paying By Check: </p> <p>If you are choosing to pay by check, please click on the Print Voucher button, print out the voucher, and attach to your check before</p> <p><a href="#">Print Payment Voucher</a></p>	

Feel free to contact me if you have any questions or need additional information.

Best,  
Beth Otto | [ottoe@lancastercountryday.org](mailto:ottoe@lancastercountryday.org)