

Attention Parents,

We have good news. Starting February 1st, you will now have the capability to use credit cards to pay your ROBERTS EDEP Fees.

Please follow the below instructions to complete online payments:

1. Go to the LCS website <https://www.leonschools.net>
2. Go to the Parents and Students link, and click on Extended Day and Payments.
3. In the blue box on the left towards the top of the page, click on EDEP Payment portal.
4. All information with a RED Asterisk is required information. Please include all children you are paying for. If you are paying for other children, please include their names as well.
5. It is critical that parents choose the right school from the drop box, so that payments are applied correctly. It is also critical you enter the correct house address that corresponds with your credit card. Your payment will be declined if the address does not match what the credit card company has on file.
6. If you want a receipt provided, you **MUST** enter an email address. We cannot obtain a duplicate receipt or create a written receipt since we are not depositing those funds. You may also use your email of confirmation of payment as proof of payment to show EDEP, in the event we need to verify payment.

All payments can be made up until midnight to be credited to the current day. Any payment made after midnight will be credited the next day. ROBERTS EDEP will not have access to see who has paid until approximately 9:00-10:00 am the next morning.

You will need to manually enter the amount you are paying. If you are unsure of the correct amount, please refer to the fee schedule on the bottom of the page. You get 10% off any additional children. Please ask the ROBERTS EDEP office if you have any question concerning your fees or credits you may have.

Please remember that if you choose to continue paying by check or money order that you need to have your address, phone number and child's name on the check, especially if it's a money order.



Woohooo!!