

WHATCOM FAMILY YMCA B.A.S.E. FINANCIAL POLICIES

Effective September 2021: Registration for Grades K-5 (6th for MBSD only)

REGISTRATION FEE: This \$75 annual, non-refundable fee required to enroll your child(ren) in our programs each year and is applicable for the current school year only. A new registration fee will be due for all programs beginning Fall of each year. This fees apply to all child(ren) in the same family, not household. Additional registration fees may be required for other programs.

MONTHLY FEE: Before & After school programs require a minimum monthly charge of two days per week. Variable schedules are not available at this time but may be reevaluated if space allows. Variable schedules must be billed within either the Full-Time or Part-Time fee schedule. SEE FEE SCHEDULE below. Part-Time fees may not be an option at sites where enrollment is limited. Months with school vacation of 5 or more consecutive days will be charged at $\frac{3}{4}$ of the monthly fee. We reserve the right to increase fees due to school district schedule changes after registration.

LATE FEE: Children must be picked up by 6:00 pm. If not, you will be charged a late fee of \$1 per minute for pickup past 6:05 pm. Continuous late pick-ups may result in termination of care.

NO CALL FEE: We require notification of your child's absence by 11:00 am. There is a no call fee of \$5.00 per day if we are not notified.

ENRICHMENT DAY/CAMP CANCELLATION: Due to extended wait lists, refunds for cancellation of Enrichment Days/Camp must be received by the Before and After School Enrichment office 24 hours in advance (not counting the weekend). All cancellations will be charged a \$5 holding fee.

SCHEDULE CHANGE FEE: For safety reasons, each time you make a change to your child's permanent schedule, a variety of record keeping processes are necessary. As a result, schedule changes more than once a month, will result in a \$10.00 fee. This fee does not apply to temporary (one week only) changes.

RETURNED CHECKS: There is a \$5.00 charge on all returned checks. Care may be suspended until NSF fees are paid in cash or by money order.

Fee Schedule as of June 2021

Days added beyond those scheduled will result in additional charge. Fees and information in this handbook subject to change after September 1, 2021 due to school district schedule change.

	Bellingham Schools			County Schools (Ferndale, Lynden, Mt Baker, Meridian, Nooksack)		
	Full Month	Dec/Apr	June	Full Month	Dec/Apr	June
AM Care (select schools)	AM programs not available in Bellingham			\$200	\$150	\$100
Full Time (M thru F)	\$392	\$294	\$196	\$340	\$255	\$170
Part Time (3 Days per week)	\$235	\$175	\$118	\$204	\$153	\$102
Part Time (2 Days per week)	\$157	\$118	\$79	\$136	\$102	\$68

FINANCIAL POLICIES CONTINUED

PAYMENT: Invoices are emailed around the 20th of the month for the next month of service. Fees are due by the 5th of the month (ie: a bill for September will be emailed around August 20 and payment is due by September 5). You are responsible for payment even if you do not receive a bill. Accounts not paid within two weeks of the due date may result in your child care being discontinued. When an account is outstanding for 90 days, it will be sent to collections and access to future Y programs will be denied

Payment options: credit card, check, money order or bank or credit card draft; cash payments can be made in-person at the Bellingham YMCA. NO PAYMENTS CAN BE ACCEPTED BY THE STAFF AT SCHOOL LOCATIONS.

TEMPORARY OR SHORT TERM CARE: Fees for temporary or short-term care are due in full upon registration and are non-refundable.

CREDITS FOR ABSENCES: Your monthly program fee pays for the direct operating cost of our program, such as staff, snacks and materials. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing and provisions for your child whether the child attends or not. For these reasons, absences due to illness, behavior issues or other unforeseen circumstances do not result in financial credit or make-up time.

VACATIONS: Credits for vacation (5 or more consecutive days within a school year) may be arranged if we have two weeks notice in writing. This will be credited to the next billing month and is available once per school year.

MEMBERSHIP: A free youth membership is provided for all participants in Before and After School programs. Membership to the YMCA opens many doors for your child, including member rates for all our programs and use of the facility throughout the year. Contact the Welcome Desk for information on how to activate your child's Youth Membership or to inquire about Family Memberships

WITHDRAWAL FROM PROGRAM: Payment for your registered slot is due until written notice of cancellation is received by the Family Enrichment Office. Discontinued attendance without prior notice of cancellation will not result in credit. Cancellation after the first day of the month requires two weeks notice in order to receive billing credit.

OPEN DOORS PROGRAM: The YMCA welcomes people from all socio-economic backgrounds. Financial assistance is available for membership and in all program areas for those who can demonstrate financial needs. Applications for assistance are available at our Welcome Desk or at whatcomymca.org

PAYMENTS FROM THIRD PARTY SUBSIDY

(DSHS WORKING CONNECTIONS, DCFS OR OTHER): The YMCA welcomes participants paid through Working Connections, DCFS or other 3rd party options.

REGISTRATION: Registration can be completed on-line or over the phone. On-line registrations do require that the participant pay the registration fee. However, if the 3rd party pays the registration fee, the amount paid by the participant will be credited towards the future co-pay or refunded if the YMCA is not assigned the responsibility of collecting a co-payment.

Completed registration forms and written authorization of appropriate payment from 3rd party is required before a start date can be determined. PLEASE NOTE: All policies regarding schedule changes, cancellation and no call fees apply and are not the responsibility of the 3rd party.

CO-PAY: Co-payments must be made monthly; failure to make monthly payments may result in termination of program space. In addition, you will be responsible for the co-payment that is determined by the 3rd party, even if it is not reflected on your monthly statements, as we do not always receive notification of additions or changes until after statements have been emailed. Payments due by the 5th day of the month of service unless other payment arrangements have been made with the YMCA the Childcare Administrative Coordinator.

TERMINATION OR INTERRUPTION OF AUTHORIZATION: If valid 3rd party authorization is terminated, interrupted or cannot be confirmed by the YMCA, even if you are in the process of re-application, the Y will require you to pay the full fee until authorization is received, in writing. If authorization is retroactive to the first day after the interruption, we will be happy to issue a full refund (minus co-pay) in a timely manner. If you choose to end care while eligibility is being determined, we will hold your space for one week. If authorization not received within a week's time, and if requested by the parent, your name will be placed on the wait list for any sites where space is limited.

We reserve the right to require monthly auto draft payments.