

ANNUAL ENROLLMENT PROCESS

Before enrolling your child, please review this parent handbook and contact our registrar's office with any questions. Registration can be completed online or over the phone.

BASE Registration Checklist (for a more detailed list, visit our website www.whatcomymca.org)

1. Pay annual registration fee.
2. Any account balances must be paid at the time of registration or have a payment plan in place. Families with a payment plan may be asked to do a phone in registration.
3. Complete and/or update Child Profile Form with emergency contacts, authorized pickups, and medical information; immunization must be submitted prior to starting care.
4. Any special accommodation, medications, or medical conditions? Please contact the BASE office after registering at 360.255.0532 for more information.
5. In need of financial assistance? Fill out our scholarship application after registration. You can find our form on our website.

PLEASE NOTE: Separate registration required for all No School/Adventure Day programs and not included in monthly BASE fees.

Current Care Options & Slot Availability

We offer full-time (5 days per week) and part-time (2-3 days per week) registration options. Each school location has a daily capacity determined by DCYF square footage requirements. Part-time schedule availability will vary by school and may not be available at some locations. If your child is placed on a waiting list, our registrar will contact you when spaces become available.

Changes to Care Options

When a full-time child cancels care, we will fill that space with the next full-time child on the waiting list. When a participant wishes to move from full-time to part-time, this is considered a change in registration options and requires that child to be unenrolled in one and re-enrolled in the other. This may cause the participant to be placed on a waiting list pending available space and current waiting list registrants.

Absences

Site staff are expected to follow up when your child does not arrive on a scheduled day. If your will be absent for any reason, please notify the BASE office as soon as possible so we can keep accurate records and ensure the SAFETY of your child. Email absences@whatcomymca.org or call (360) 255-0585 to record your child's absence including their school and the date. Failure to notify us may result in \$5.00 no call fee.

Record Keeping

Children's records are kept digitally in a password protected device at each site and at the BASE office. Information may be shared with both parents unless the State of Washington has legally altered those parents' rights.

YMCA Membership

A free youth membership is provided for all participants while enrolled in the BASE program. 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

Financial Assistance & 3rd Party Subsidy Contracts

The Y is firmly committed to access for all, regardless of family financial situations. We welcome Working Child Care Connections subsidy payments and offer YMCA Financial Assistance for all YMCA programs but do not apply to registration fees. Please use our [BASE/CAMP Scholarship Form](#) to apply or visit our website for more information.

Temporary or Short-Term Care Options

At schools where we have space, we can offer temporary/short term options for care. All fees associated with the temporary/short-term care are due in full upon registration and are non-refundable.

PAYMENT NOTES



Registration fees are due upon enrollment



Payments are due no later than the 25th of the month prior to care



Autopayment required

BASE FINANCIAL POLICIES

Effective for the 2025-2026 school year: Registration for Grades K-5 (6th for MBSD only)

Registration Fee	All tuition/care options require a non-refundable, non-transferable registration fee of \$50 per child per year. Additional registration fees may be required for other programs.
Tuition	<p>Monthly tuition fees are based on the 180-day school year averaging 10 months. August will be charged differently for school districts that start in August.</p> <ul style="list-style-type: none">• Registrations starting between 1st-14th of any month will be charged the full months fees.• Registrations starting between 15th-end of the month will be charged 50% of that fee. <p>We reserve the right to increase fees due to school district schedule changes after registration opens. Fees are not waived at the start of the school year due to delayed class start dates. (i.e. Kindergartners, last minute vacations, etc.)</p>
Payment	Tuition payments are due on the 25th of the prior month of care. Care will be paused on the 1st of the month until payment is made in full or payment arrangements can be made. Past due accounts over 30 days are subject to collections and inability to register for other YMCA programs.
Payment options	Autopayment is the preferred method of payment. Payments can be made in full on the 25 th or we can split payments for the 10 th and the 25 th of each month. We accept credit/debit cards or bank draft over the phone or via the parent portal. Please contact the registrar to make other payment arrangements or set up split payment schedule. PAYMENTS CAN NOT BE ACCEPTED BY THE STAFF AT SCHOOL LOCATIONS.
Invoices	When autopayment is enabled, families will not receive a monthly invoice. Once a payment is processed, we can send you a receipt upon request.
Schedule Options	We require a minimum monthly charge of two days per week. Part-Time fees may not be an option at sites where enrollment is limited and will be evaluated on a yearly basis. Variable schedules (i.e. every other week) must be billed within either the Full-Time or Part-Time fee schedule; may not be available at all locations.
Late Pick Up 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. These fees will be automatically applied to your Parent Portal account. 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.
Returned Payments	There is a \$5.00 charge on all returned payments. Care may be suspended until NSF fees are paid in full.
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 (up to one week of registered days) 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. Requests can be submitted via the CHANGE FORM on the website.

CANCELLATION POLICY

Payment for your registered slot is due until a 10-day written notice of cancellation is received by the BASE Office. Discontinued attendance without prior notice of cancellation will not result in credit. Requests can be submitted via the CHANGE FORM on the BASE website.

BASE Program

Cancellations must be received by the 20th of month prior to avoid next month's charges.

Once a month has started:

- 50% refund for cancellations received on or before the 1st-14th of that month
- No refund for cancellations received on or after the 15th-end of the same month

No School Days Cancellation (Adventure Days, Winter/Spring Break, etc.)

- No refund for cancellations received within 3 business days of registered day
- 50% refund for cancellation received within 4-7 business days
- 100% refund for cancellation received more than 7+ business days in advance

Credits will be applied to your child's account.

PAYMENTS FROM THIRD PARTY SUBSIDY

Our BASE programs are licensed by Washington State DCYF (Department of Children, Youth, and Families) and accept state subsidy paid through Working Connections, DCYF or other 3rd party options.

Registration

All families using DSHS/DCYF subsidy are subject to the same registration process. Families can ask for a registration discount code for the registration fee by emailing us registrar@whatcomymca.org; Proof of current authorization is required in order to receive discount code.

NOTE: Registrations are not considered complete until written authorization with correct SSPS/Provider number and co-payments are made on the account.

Fees Not Paid by DSHS/DCYF

All policies regarding schedule changes, cancellation and no call fees apply and are not the responsibility of the 3rd party.

Not Currently Authorized Families

Families not currently authorized with us are subject to all registration and tuition fees at the time of registration. Once written authorized is received, fees will be credited/refunded as determined by the authorization.

Co-Payments

Co-payments are considered your assigned tuition and must be made monthly. Failure to make monthly payments according the financial policy may result in termination from the program. In additional, 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.

Termination or Interruption of Authorization:

If 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 apply refund credits (minus co-pay) to your account. 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.