



Before & After School Program 2022/23

Rates & Policies

Forest Hills Elementary

Monthly Rates

| # Days of the Week | PM Only |
|--------------------|---------|
| 1 Day | \$221 |
| 2 Day | \$280 |
| 3 Days | \$341 |
| 4 Days | \$433 |
| 5 Days | \$480 |

Payment Structure

Camp Fire Columbia's Before & After School programs run from the first day of school through the last. To keep your payments consistent each month, there is no payment due for August, the September – May costs have been divided into nine equal payments, and there will be a prorated payment for June. Families are not charged for weekends, holidays, or In-Service days in these monthly fees. Families are free to pay the remaining balance of their expected school year fees any time before the deadlines, see the [FAQ](#) for instructions.

Enrolled families will be sent a monthly statement during the final week of each month. We highly recommend that families setup autopay in their [Family Portal](#) so the monthly fees charge automatically. Families who do not setup automatic payments will need to manually make a payment to their account sometime between when they receive the monthly bill and when it is due on the 1st of each program month. **No payments are accepted at program site.** If you are experiencing financial hardship and cannot make your monthly payment, contact the [Before & After School Registrar](#) immediately. Payments that have not been received by the 10th of the month will have a \$20 late fee applied per child. If a balance remains on your account by the morning of the 21st, we will be reaching out to you directly to discuss payment options and next steps.

Drop-Ins

Drop-ins are only available in programs that are not enrolled to capacity. To request a drop-in, call or email the [Site Supervisor](#) at your child's school no sooner than the Friday ahead of when you would like your child to drop-in. If there is availability for your child, the Site Supervisor will approve your drop-in, hold that space for your child, and notify the Before & After School Registrar to apply a drop-in fee to your account. Drop-in fees need to be paid prior to your child dropping-in. Once a drop-in has been approved, there are no cancellations so you are expected to pay for an approved drop-in even if your child does not end-up attending.

| Drop-In Fees | AM Care | PM Care |
|-----------------------------------|---------|---------|
| Package Members* | \$19 | \$32 |
| Non-Package Members** | \$25 | \$49 |
| Full Week for Non-Package Members | \$110 | \$200 |

* Package member: A child who is enrolled to attend Before & After School programming regularly each week.

** Non-Package member: A child who is registered with Camp Fire Columbia for the 2022/23 school year but is not currently enrolled to attend Before & After School programming regularly each week.

If your child is not yet registered with Camp Fire for the 2022/23 school year, you will need to email the [Before & After School](#) (*Drop-Ins continued*)

[Registrar](#) to request access to the Drop-In registration for your child's school. **Submitted registrations will take 1-2 weeks to finalize prior to any drop-in request being approved.** Once it has been completed, we will contact you with a start date for your child. No exceptions.

Families with overdue balances will have their drop-in request denied by the Registrar even if the Site Supervisor had already approved it. The overdue balance AND the drop-in fee for the day being requested will need to be paid in full prior to the child being allowed to attend the requested drop-in day.

Schedule Change Requests

All schedule change requests must be submitted by email to the [Before & After School Registrar](#). Schedule changes will be scheduled to **take effect two weeks after your notification date.** Each schedule change to a different package rate will be charged a \$30 transfer fee.

Withdrawal from Program

Two weeks emailed notice to the [Before & After School Registrar](#) is required when withdrawing a child from program. No account adjustments will be made without this written notice. Families who withdraw will retain their annual registration and can still request drop-ins, enroll their child for Full Day programming, and choose to re-enroll/wait list for a Before & After School program again later.

Late Pick-Ups

Children must be picked-up by 6:00pm each day. If a child is not picked-up by the 6:00pm closing time, Camp Fire site staff will call the primary family contacts then the emergency contacts. If no one can be reached within thirty minutes, Camp Fire reserves the right to contact school district personnel to obtain other contact information. If all attempts to contact the family and their emergency contacts fail, Camp Fire will call Child Protective Services to take the child until the family can be located.

Late pick-up fees will be charged for pick-up after a program has closed for the day. A \$10.00 fee will be assessed for the first 15 minutes late; after 15 minutes an additional \$1.00 per minute will be assessed. Failure to pay late pick-up fees may result in withdrawal from program.

Full Day Programs

Full Day programming will not be offered at Lake Oswego during the 2022/23 school year. When Portland or West Linn have Full Day programming available on the same off days as Lake Oswego, you can enroll your child to attend one of their locations. Review the [Full Day Programs page](#) for additional details.