



## Before & After School Program 2023/24 Rates & Policies

### James John, Peninsula, and Woodlawn Elementary Schools

Families registering for 3-, 4-, or 5-day packages who are offered only 1 or 2 days of program due to capacity constraints will be billed according to our Wait Sheet monthly rates instead of the Rate Sheet monthly rates. Billing families using Wait Sheet rates will reduce monthly fees for families who are not choosing the 1- or 2-day package, but capacities only allow for the 1- or 2-day package to be offered. When a family is offered 3-, 4-, or 5-day packages and they accept, they will be billed the Rate Sheet amounts according to their district's Monthly Rates. If a family is offered a 3-, 4-, or 5-day package and they decline choosing to remain in a 1- or 2-day package, their rates will increase to the 1- or 2-day Rate Sheet monthly rates. This applies to PM program only.

#### Wait Sheet Monthly Rates

# Days of the Week	PM Only
1 Day	\$165
2 Day	\$230

#### Monthly Rates

# Days of the Week	AM Only*	PM Only	AM & PM
1 Day	\$142	\$235	\$303
2 Day	\$179	\$298	\$383
3 Days	\$226	\$364	\$495
4 Days	\$257	\$428	\$589
5 Days	\$293	\$486	\$624

\*Some programs may not offer AM programs if capacities or interest levels are not met.

#### 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 Full Day Programs 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 1<sup>st</sup> 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 10<sup>th</sup> of the month will have a \$30 late fee applied per child. If a balance remains on your account by the morning of the 21<sup>st</sup>, 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*	\$40	\$60
Non-Package Members**	\$50	\$75
Full Week for Non-Package Members	\$220	\$300

\* 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 2023/24 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 2023/24 school year, you will need to email the Before & After School 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 \$35 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 Program Cancellation Policy**

All cancellations requests must be sent in writing to the Before & After School Registrar. Cancellation requests sent **more than two weeks prior** to the Full Day program will receive a full refund except for the \$10 deposit. There will be NO REFUNDS for cancellation requests sent less than two weeks prior to the Full Day program.

If your child leaves the Full Day program early or arrives late due to safety concerns, accident, illness, homesickness, other activities to attend, or student or parent request, there will be no refunds or prorated fees. In the event of a medical condition that causes cancellation, a full refund will be given but written notification from the family and physician are required. There will be no refunds, credits, proration, or any other form of reimbursement for absences or withdrawals due to COVID-19 symptoms, presumptive COVID-19 cases, positive COVID-19 test results, or any other reasons associated with COVID-19.