



Portland & West Linn Summer Day Camp 2024 Rates & Payment Policies

For detailed information about locations, sessions, daily schedules, contacts, and more please visit our Summer Day Camp pages [online](#).

Weekly Session Rates	
5-Day Week	\$450
4-Day Week	\$390
3-Day Week	\$310

Payment Structure

A non-refundable deposit of \$50 per session is due at the time of enrollment. This deposit counts towards the total cost of the session. The remaining balance for session fees is due the Tuesday prior to the session start. Families are free to pay the remaining balance of their expected Summer Day Camp fees any time before the deadlines, see the Summer Day Camp [FAQ](#) for instructions. We highly recommend that families setup autopay in their family portal accounts so the weekly session 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 session bill and when it is due.

Drop-Ins

Drop-in availability can be extremely limited and must be scheduled and paid for in advance. If your child is not yet registered for Summer Day Camp 2024, you will need to email your Before & After School Registrars ([Portland](#), or [West Linn](#)) to request access to the Summer Day Camp Drop-In registration for the Summer Day Camp location of your choice. Submitted registrations may take 1-2 weeks to finalize prior to any drop-in request being approved.

Adding days to your existing weekly package fees:

- Adding a fourth and/or fifth day to your child's 3- or 4-day week: \$85 per day
- Adding a day to a week that your child is not enrolled for: \$90 per day

Session Transfers

Transfer requests, to different days in a session or to a new session, must be sent in writing to the Before & After School Registrars ([Portland](#) or [West Linn](#)). The following schedule will be applied to all transfer requests based on the date of the request, not the date it is processed:

More than 14 days before Monday of the session week	\$10 fee per transfer, per child
8-14 days before Monday of the session week	\$15 fee per transfer, per child
7 days or less before Monday of the session week	No Transfers*

*If you enrolled your child for a 3- or 4-day week and are looking to add a day but are within the “7 days or less” window, you can still request a [drop-in](#) for that additional day.

Cancellation Policy

All cancellation requests must be sent in writing to your Before & After School Registrar ([Portland](#) or [West Linn](#)). **Requests can only be approved if they are sent more than 14 days before the Monday of the session.** Approved cancellations will receive a refund of all payments made towards the session minus the \$50 non-refundable deposit.

If your child leaves day camp early or arrives late due to accident, injury, illness, homesickness, safety concerns, to attend other activities, or by family choice, there will be no refunds or pro-rated fees.

In the event of a medical condition (unrelated to COVID-19 exclusions) that causes cancellation, a full refund will be given if we cannot move your child into another session of day camp. Written notification from your family and your child’s physician are required.

Late Pick-Ups

Children must be picked-up by the end of program time, 6:00pm in Portland and West Linn. If a child is not picked-up by their program’s 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 supervise the child until the family can be located.

When a family is late to pick-up their child, a \$10.00 fee will be assessed for the first 15 minutes. After 15 minutes, an additional \$1.00 per minute will be assessed. A consistent pattern of late pick-ups or failure to pay late pick-up fees may result in the family’s withdrawal from program.

Late Payments

A \$20.00 late fee will be applied two days after the [session payment deadline](#). **Children will not be allowed to attend their scheduled sessions if full payment has not been made by the Thursday prior to the start of their scheduled session.** Contact our your Before & After School Registrars ([Portland](#) or [West Linn](#)) as soon as possible if you will not be able to make a scheduled payment; we will do our best to work with families and their financial constraints. Families receiving Collective Care or ERDC subsidies will not be subject to late fees, but will be communicated with about late payments.