



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

South-Western City Schools YMCA CLUB ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and all of the required paperwork is received. This includes basic enrollment and health information. Any change to the enrollment and health information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

FEE POLICY INFORMATION

REGISTRATION FEE

\$30 for one child. \$50 for two or more children.

The registration fee is an annual, non-refundable fee. If you sign up for automatic deduction 50% of the registration fee will be waived.

DATES OF SERVICE

We will provide child care starting on the first day of the school year, and ending on the last day of the school year.

PROGRAM FEES

Fees will be due on a pre-pay basis, two times per month on the 1st and 15th of each month, beginning August 15. Your last payment will be May 1. Tuition is based on the cost per child per school year (180 school days) and is then divided into 18 payments (9 months x 2 payments), 1 payment in August and May and 2 payments per month, September –April. Your twice per month fee payments cover school days only and do not fluctuate for school days off and holiday breaks.

- There is a separate fee for our School Days Off and Holiday Break programs.
- Tuition is not pro-rated for any reason, including holidays, illness*, family vacations, or emergency school closings.

* There will be no refunds or credits for illness, unless a physician's note is provided for serious multiple day absences.

Here are examples of fees for December:



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- If your child does attend our School Holiday Break program in December, you owe a December payment on the 1st and a December payment on the 15th AND an additional fee for the School Holiday Break program.
- If your child does not attend our School Holiday Break program in December (Winter Break), you still owe a payment on December 1st and a payment on December 15th because these payments are a part of the 18 payments figured for 180 school days. *No payments will be accepted in the after school program.*

BI- MONTHLY FEE PAYMENT (Twice per month)

AM Only \$80
PM Only \$115
Both \$170

BI-MONTHLY PAYMENT DATES:

August 15th First Payment
September 1st & 15th
October 1st & 15th
November 1st & 15th
December 1st & 15th
January 1st & 15th
February 1st & 15th
March 1st & 15th
April 1st & 15th
May 1st Last Payment

Payments may be made earlier, but payments received after the due dates will be charged a late fee of \$15.00 per child. Past due balances must be paid before the next payment date. Failure to do so may result in dismissal from the program.

ATTENDANCE

Your child's attendance will be Full-Time only.

WITHDRAWAL FROM THE PROGRAM

Individuals intending to withdraw from the program must do so by contacting our office at 614-276-8224 and giving a 2-week written notice. Parents/guardians are responsible for the program fee if a 2-week written notice has not been given. If your child has not



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attended the program for 2 consecutive weeks without notification, it may result in the termination of your child care slot.

RETURNED CHECK FEE

There is a returned check fee of \$20.00. If you have a check returned to us for insufficient funds, you may no longer be permitted to pay by check.

LATE PICK-UP FEES

Parents/guardian will be charged a per child late fee according to the following schedule.

6:06 PM--6:15 PM	\$5.00	6:16 PM--6:30 PM	\$10.00
6:31 PM--6:45 PM	\$15.00	6:46 PM--7:00 PM	\$20.00

If a parent has not arrived by 6:15 PM, and has not contacted the Y-Club program, staff will call the adults listed as Emergency Contacts on the Child Enrollment and Health form to pick up the child. If those individuals cannot be reached, and the parent has not arrived by 7:00 PM, the child may be transported to the Hilltop YMCA to await the arrival of the parent or guardian. If parent or guardian, or emergency contact cannot be reached by 8:30 pm, Children's Services may be contacted. **REPEATED LATE PICKUP MAY RESULT IN DISMISSAL FROM THE PROGRAM.**

MAKING PAYMENTS

Payments can be made by check, money order, and credit card and must be accompanied by a payment coupon. Payments may be mailed or dropped off at your YMCA Branch location. Payments must be RECEIVED by the due date (1st and 15th of each month) Checks should be made out to the YMCA. Payments will not be accepted at the Y-Club program.

Monthly credit card or bank draft payments will be debited to your account on the 20th of every month.

BI-MONTHLY PAYMENTS AND PAYMENT COUPONS SHOULD BE MAILED TO:

Hilltop YMCA
2879 Valleyview Drive
Columbus, Ohio 43204



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FINANCIAL ASSISTANCE

Financial assistance is available for families that qualify. This assistance will be based on a sliding fee scale. You may inquire about assistance at your local YMCA branch.

SCHOOL DAYS OFF (SDO) AND SCHOOL HOLIDAY BREAKS

*This program follows the South-Western City Schools schedule. Some dates may overlap.

Full day care will be provided (7:00 a.m. – 6:00 p.m.) at the Vaughn E. Harriston YMCA on school days off. The SDO fee is (\$25 for members or \$30 for nonmembers) per child per day. This program requires a separate registration form. School Days Off Registration Forms may be picked up at your local YMCA Branch. The fee for this program is in addition to your regular child care fees. (I.e. for the month of December, you will pay your regular bi-monthly payments plus \$25 for members or \$30 for nonmembers per day per child for Holiday vacation school-days-off program.)

SNOW EMERGENCY DAYS

Full day care (7:00 a.m. – 6:00 p.m.) will be provided at the Vaughn E. Harriston YMCA location on days when school has been cancelled due to weather conditions. The fee for this program is \$25 for members or \$30 for nonmembers per child per day. Payments must be made upon arrival on Snow Emergency Days. This program will be cancelled if Franklin County becomes a level 2 snow emergency.