

LEJEUNE-NEW RIVER CHILD & YOUTH PROGRAM PAYMENT & WITHDRAWAL POLICY– 2019 SUMMER CAMP

Income Level	Total Annual Family Income	Full-Time Weekly Fee (Due for each week registered, regardless of attendance)
I	\$0 - \$32,525	\$60.00
II	\$32,526 - \$39,491	\$75.00
III	\$39,492 - \$51,108	\$93.00
IV	\$51,109 - \$63,884	\$108.00
V	\$63,885 - \$81,310	\$124.00
VI	\$81,311 - \$94,032	\$136.00
VII	\$94,033 - \$110,625	\$140.00
VIII	\$110,626 - \$138,330	\$145.00
IX	\$138,331 +	\$150.00
IX (A): Specified Space Available – ALL INCOMES		\$210.00

PLEASE INITIAL EACH BLOCK BELOW CONFIRMING YOUR UNDERSTANDING OF CHILD & YOUTH PROGRAM POLICIES:

- New Enrollment:** Fees must be paid on first day of attendance for that week. Thereafter, fees are due each Monday. Fees are not pro-rated for partial attendance during a registered week of summer camp.
- Down Payment:** Parents accepting a program space must make a \$25.00 non-refundable payment to the program within 48 hours. This payment will be deducted from the first full bill. Failure to make the payment will result in the loss of the reserved space.
- Extended Care:** Children may remain in care from 1800-1830 with no additional fees provided a reservation for extended care has been made prior to 1730 the day of care. Advance reservations may be made at the front desk. Same day reservations may be made by phone to the front desk.
- Payment due date:** Payments will be due each Monday for weeks selected during registration, regardless of attendance. Payment by phone is available for parents on leave or unable to visit the centers on payment due date.
- Late Payment fees:** Payments not received no later than drop-off on Tuesday will be assessed a \$5.00 late fee per day, until paid.
- Denial of services:** Delinquent accounts will be denied services beginning each Wednesday, until payment is made. Delinquent accounts will be sent to MCCS Accounting for collection.
- Extensions:** May be requested to allow more days to pay a full balance owed and avoid disenrollment. Any extensions granted will include late fee charges for each day the payment is delayed. Extensions will not exceed the days within that pay period. Repeated failures to pay fees on time may result in termination of services. REQUESTS FOR EXTENSION SHOULD BE FOR EMERGENCIES ONLY AND ARE GRANTED ON A ONE-TIME BASIS.
- Disenrollment due to non-payment:** Delinquent accounts without approved extensions will be submitted for disenrollment on Thursdays. Any accounts with outstanding balances will be forwarded to MCCS accounting for collection.
- Exclusion from care:** Fees are not pro-rated if a child is excluded from care due to non-compliance with immunization or health assessment requirements, and childcare fees must be paid to maintain enrollment during periods of exclusion.
- Late pick-up fees:** Failure to pick up your child by the closing time (1800) will result in a late charge of \$10.00 per child for every 15 minutes (or any portion thereof) until the child’s escort arrives. Late fees are payable at the next pay period. Failure to pay late fees may result in a loss of childcare privileges. Continued late pick-ups may result in a loss of privileges. Late pick-ups do not roll over to extended care without a reservation.
- Signing In & Out:** Parents are required to electronically sign in AND out of the center to ensure accurate accountability for each child within the CDC. Parents who repeatedly forget to sign in or out may lose child care privileges, as we need accurate information for fire drills or actual emergencies.
- Closures:** Child & Youth Program facilities are closed on all federal holidays, the day after Thanksgiving, the day before or after Christmas, and during base closures for non-essential personnel during inclement weather or emergencies. Fees are **not** pro-rated for closure on July 4th.
- CYMS key fob (for electronic sign-in/out):** There is a \$5.00 charge to replace lost or damaged beyond normal wear and tear CYMS key fobs.
- Withdrawal/ Stop Billing Notification:** Written two weeks’ notice to cancel billing for a registered week of camp is required. Failure to provide written notice will result in the required two week notice occurring after care is no longer being utilized or during weeks of non-attendance. Sponsors are responsible for any bills appearing on their account due to failure to disclose intent to withdraw from the program for a particular week or for the duration of summer camp. Notification of disenrollment may be done at the front desk of your facility, or, when needed, by phone. Please include child’s name, facility, and anticipated last day of attendance in written notices.

I HAVE READ AND UNDERSTAND THE ABOVE PAYMENT AND WITHDRAWAL POLICY FOR LEJEUNE-NEW RIVER'S CHILD & YOUTH PROGRAM. BY SIGNING THE FORM BELOW I AGREE TO ABIDE BY THE POLICIES AND REGULATIONS.

Printed Name of Sponsor: _____

Sponsor’s Signature: _____ Date: _____

PRIVACY ACT STATEMENT: This statement of Total Family Income contains identifiable personal data that is subject to the Privacy Act of 1974(5 U.S.C. Sec. 522a). Release of such data must be in accordance with the provisions of the Act and SECNA VINST 5211.42C, 4 December 1981, both as amended. The unauthorized release of this information should subject the releaser to formal disciplinary action and/or criminal penalties, including a fine of up to \$5,000.00. I affirm that the information requested for DOD verification of total Family Income has been provided.