

### **BAS Program Payment Policies and Procedures:**

Camp Fire Columbia is a non-profit and we rely heavily on timely program fees from our families for funding. Late payments have a serious impact on our programming.



1. **Monthly Fee:** Camp Fire Columbia Before and After School Program fees are recurring each month.
2. **Monthly Program Fee Payments:** *Payments are due to the Camp Fire main office on or before the 1<sup>st</sup> of each program month.* No payments are accepted at program site. *Auto debit and monthly card processing will occur on the 1st of each program month.* **Fees received after the 10th will be assessed a \$20.00 late fee.** If you are experiencing financial hardship and cannot make your monthly payment, contact the Registrars immediately. If payment has not been received and/or arrangements have not been made with the registrar by the 20<sup>th</sup> of the month, we reserve the right to withdraw your child from program and cancel your registration.
3. **Full Day Program:** Payments are due to the Camp Fire main office on or before the 10th of each following month of the date of full day attendance. No payments are accepted at program site. If you did not pay in full and set up a payment plan, *Auto debit and monthly card processing will occur on the 1st of each program month.* Fees above a \$200.00 balance that are not paid by the due date above will result in *If payment has not been received and/or arrangements have not been made with the registrar by the 10th of the month, we reserve the right to refuse drop in services.*
4. **Drop In Fees:** Families are contacted immediately after their first drop in to set up an automatic payment method for future drop ins. **Payments are due to the Camp Fire main office on or before the 10th of each following program month of the drop in attendance.** No payments are accepted at program site. *Auto debit will occur on the date of service or shortly thereafter.* **If payment has not been received and/or arrangements have not been made with the registrar by the 10th of the month, we reserve the right to refuse drop in services.** Fees above a \$200.00 balance within the same month of attendance that are not paid automatically or promptly may also result in refusal of drop in services.
5. **Monthly Statements/Invoices:** You **will not** receive a monthly statement or invoice. **Account statements can be sent either via email or mail upon request.** If you are not sure what your program monthly fee is or what your account balance at any time, please contact [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org) or (971) 340-1613
6. **Tax or Account Statements:** Requests for tax or account statements with payment receipts for tax deductible childcare should be emailed to [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org). Our Tax ID Number is 93-0386901
7. **Late Pick Up & Fees:** Children must be picked up by the end of program time 6:00pm. Late fees will be charged for pick up after this time. A \$10.00 fee will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional \$1.00 per minute will be assessed. Failure to pay any additional fees may result in termination of care.
8. **Transfer Fee:** Transfers into a different package rate structure are charged \$30.00 per family and per each transfer request.
9. **Withdraw from Program:** **Two (2) weeks written or e-mailed notice is required.** No account adjustments will be made without notice. Parents must contact the program registrar by email or letter. [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org)
10. **No refunds for scheduled program cancellation due to emergency school closure or inclement weather.** Camp Fire Columbia programs follow local school district closures for snow or inclement weather and do not operate if the school is closed. Camp Fire Columbia **does not prorate** pre-paid program fees resulting from a school closure. Please have a back-up plan for your child in case of emergencies and communicate this with your school staff. Our Inclement weather policies form can be found here: <http://campfirecolumbia.org/programs/before-and-after-school/>
11. **NSF Fees:** Non-sufficient funds fees for check payments that are returned for lack of funds, accounts will be charged \$30.00 per check.

### **Accepted Forms of Payment:**

**Electronic Check** from your bank account is our preferred method of payment. Credit Card charges incur a small fee with every transaction and that can add up. **We are a non-profit and every bit of savings helps. Using Electronic Check method of payment saves us costs that we could put back into our programs.**

- **Electronic Check** from your bank account is our preferred method of payment.
- **Check or money order** made payable to Camp Fire Columbia. Send to:  
Camp Fire Columbia  
1411 SW Morrison St. #300  
Portland, OR 97205
- **Credit Card** from your account.

**Financial Assistance:** Camp Fire Columbia strives to provide financial assistance to families who qualify based on income and other factors on a case by case basis. The Financial Aid Application can be found online at <http://campfirecolumbia.org/programs/before-and-after-school/> or contact [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org). \*Financial Aid is limited, please apply as early as possible to access these funds.