



BAS Program Payment Policies and Procedures:

Camp Fire Columbia is a non-profit and we rely heavily on timely tuition 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 1st 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 20th of the month, we reserve the right to withdraw your child from program and cancel your registration.
3. **Monthly Statements/Invoices:** You **will not** receive a monthly statement or invoice unless you have used a Camp Fire program on a drop-in basis only. **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 or (971) 340-1613
4. **Tax or Account Statements:** Requests for tax or account statements with payment receipts for tax deductible childcare should be emailed to registrar@campfirecolumbia.org. Our Tax ID Number is 93-0386901
5. **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.
6. **Transfer Fee:** Transfers into a different package rate structure are charged \$30.00 per transfer.
7. **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
8. **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/>
9. **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. **Financial Assistance funds are awarded on a sliding scale and available through a confidential application process.** A family must be registered for this school year and have paid the deposit/registration fee **before** applying for Financial Aid. Please allow two weeks to process an application. Financial Assistance will not be awarded prior to the receipt of a completed Camp Fire Columbia Financial Aid Application. Families must reapply for Financial Aid each program year. The Financial Aid Application can be found online at <http://campfirecolumbia.org/programs/before-and-after-school/> or contact registrar@campfirecolumbia.org. Financial Aid is limited, please apply as early as possible to access these funds.