



## 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's Before & After School program fees are recurring each month. Nine equal monthly payments will be due September through May on the 1<sup>st</sup> of the month.

*\*When registering your child during the summer for the 2020/21 school year, you will pay a partial September payment with your annual registration fee then pay the remaining balance September 1<sup>st</sup>. There is no fee due specifically for August programming. No fee is charged in June. If you are registered and pay in full for May, your child is automatically enrolled for the remainder of the school year.*

2. **Monthly Fee Payments:** Payments are due to the Camp Fire Columbia main office on or before the 1<sup>st</sup> of each program month. **No payments are accepted at program site.** Auto billing and monthly card processing will occur on the 1<sup>st</sup> of each program month.

**Fees received after the 10<sup>th</sup> will be assessed a \$20.00 late fee per child.** If you are experiencing financial hardship and cannot make your monthly payment, contact the Before & After School Registrar immediately. If payment has not been received and/or arrangements have not been made with the Before & After School 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:** Full payment is due to the Camp Fire Columbia main office prior to your child attending the Full Day program. If you have not made full payment, your child will not be allowed to attend the Full Day program and you will not be refunded any partial payment that has been made. **No payments are accepted at program site.**

4. **Drop-In Fees:** Families authorize automatic payment for drop-ins upon registering their child for program. If payment has been unsuccessful and you have not made arrangements with the Before & After School Registrar by the 10<sup>th</sup> of the following month, we reserve the right to refuse drop-in services. Fees above a \$200 balance that are not paid promptly will also result in a refusal of future drop-ins.

5. **Monthly Statements/Invoices:** You will receive a monthly statement or invoice. **You can view your monthly statement online through your Camp Fire account.** If you are not sure what your program monthly fee is or what your account balance is at any time, please contact the Before & After School Registrar

6. **Tax or Account Statements:** Families can access their tax statements [online](#) through their Camp Fire accounts. If you need assistance accessing your account, please contact the Before & After School Registrar. 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 pick-up fees will be charged for pick-up after this time. A \$10.00 fee will be assessed for the first 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:** **Two weeks written or emailed notice to the Before & After School Registrar is required.** When transferring to a different package rate structure there will be a \$30.00 fee per child and per transfer request.

9. **Withdraw from Program:** **Two weeks written or emailed notice to the Before & After School Registrar is required.** No account adjustments will be made without this written notice.

**10. Low Attendance Cancellations:** If a program does not meet its minimum number of enrollments, we will be forced to cancel it. We will provide enrolled families with as much advanced warning as possible. Appropriate refunds will be offered if Camp Fire chooses to cancel program due to low enrollment. The minimum enrollment numbers are as follows:

- **Full Day programming:** 15 enrollments
- **AM programming:** 5 enrollments
- **PM programming:** 15 enrollments

**11. No Refunds for Scheduled Program Cancellation due to Emergency School Closure or Inclement Weather:** Camp Fire Columbia's programs follow local school district closures for snow inclement weather and emergency closures. Camp Fire does not operate if the district closes school buildings. Camp Fire Columbia **does not prorate** pre-paid program fees resulting from any 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: <https://campfirecolumbia.org/inclement-weather/>

**12. Discounts:** Due to COVID-19 closures and the amount of revenue lost during that time, we are not able to offer discounts this year to help re-build our scholarship and program funds. We apologize for this and didn't want to increase rates outside of normal year-to-year increases.

**13. 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 the Electronic Check method of payment saves us costs that we can 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.

**14. Financial Aid:** Camp Fire Columbia strives to provide financial aid to families who qualify based on income, household size, and other financial factors on a case by case basis. **Financial aid funds are awarded on a sliding scale and are available through a confidential application process.** A family does not have to be registered to turn in a financial aid application. However, it is recommended that they do so as there is no guarantee of program availability without enrollment. Financial aid 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.**

Financial aid is limited; please apply as early as possible to access these funds. We will review financial aid applications three times during the school year (**August 3<sup>rd</sup>, October 19<sup>th</sup>, and January 18<sup>th</sup>**). Once your application has been reviewed you will be notified if you have been awarded aid or not. The Financial Aid Application can be found online on our [web page](#).