



Full Day Child Care 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 Statements:** You will receive a monthly statement the week prior to a payment being due. **You can view your monthly statements online via your [Family Portal](#).** If you are not sure what your program tuition is or what your account balance is at any time, please contact the [Before & After School Registrar](#).
2. **Tuition Payments:** *Payments are due to the Camp Fire Columbia main office on or before the 1st of each program month. Tuition payments received after the 10th will be assessed a \$20.00 late fee per child.* If you are experiencing financial hardship and cannot make your payment, contact the [Before & After School Registrar](#) 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. **No payments are accepted at program site.**
3. **Late Pick-Up & Fees:** Children must be picked-up by their program's scheduled closure time each day. This is imperative so program staff can properly sanitize before leaving for the day. The daily program closure times are as follows:
 - a. PPS Full Day Child Care: 4:30pm
 - b. WLWV Essential Worker Child Care: 5:30 PM

Late pick-up fees will be charged for pick-up after a program has closed for the day. 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.**

4. **Withdrawal 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.

Withdrawals will be scheduled to go into effect after the final program day of the month. There will be no refunds, credits, proration, or any other form of reimbursement for any Full Day Child Care program. Families who withdraw can later choose to re-enroll their child(ren) again if there is availability in the program.

5. **Low Attendance Cancellation:** 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 Columbia chooses to cancel program due to low enrollment. The minimum enrollment numbers are as follows:
 - a. PPS Full Day Child Care: 10 enrollments
 - b. WLWV Essential Worker Child Care: 10 enrollments
6. **Non-COVID-19 Related Emergency School Closure or Inclement Weather:** There will be no refunds for program cancellation due to emergency school closures or inclement weather. In these circumstances, Camp Fire Columbia's programs follow local school district closures because we cannot operate if the school district closes buildings. Camp Fire does not prorate or refund any tuition fees when there are school district mandated closures. Please have a back-up plan for your child(ren) in case of emergencies and communicate it with your site team. Camp Fire's inclement weather guidelines can be reviewed here: <https://campfirecolumbia.org/inclement-weather/>.

7. **Absences or Withdrawals Associated with COVID-19:** There will be no refunds, credits, proration, or any other form of reimbursement for absences or withdrawals due to COVID-19 symptoms, presumptive COVID-19 cases, positive COVID-19 test results, or any other reasons associated with COVID-19.

Camp Fire Columbia's programs are licensed by the State of Oregon and the Early Learning Division (ELD) so we are required to follow their exclusionary policies during COVID-19.

The following exclusionary policies have been enacted by the ELD until further notice:

- a. A child or staff member who is or has been sick with an illness that includes cough, shortness of breath, or fever should be excluded and should be tested for COVID-19.
 - **If the test is positive or if the child or staff member is not tested**, the child or staff member must stay home for at least 10 days, and until a fever has been resolved for 24 hours, and until all other symptoms are improving.
 - **If the COVID-19 test is negative**, the child or staff member may return 24 hours after a fever has resolved without medication and as long as all other symptoms are also improving.
- b. Children and staff who have been exposed to someone with a confirmed case of COVID-19 or a presumptive case of COVID-19 (i.e., the person is sick and has been exposed to someone with a positive test) must be excluded and should quarantine for 14 days after their last exposure. Exposure to a person in quarantine who does not have symptoms of COVID-19 does not require exclusion.

8. **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. All families who would like to be considered for financial aid must send in a completed [Financial Aid Application](#). The application process is completely confidential and funds are awarded on a sliding scale between 10% and 80% of your child(ren)'s monthly tuition. Families do not have to be enrolled in a program prior to submitting an application though it is recommended that they do so since there is no guarantee of program availability without enrollment. **Families must reapply for financial aid each program year.**

Camp Fire will continue to accept financial aid applications throughout COVID-19 but we are not sure yet if we will be able to award any financial aid. The early end to the 2019/20 school year, closure of all summer programming, and adjustments to the 2020/21 school year due to COVID-19 have each had a large effect on our finances. We do still hope to be able to award some financial aid but will not know if it will be possible for us to do so until our programs have re-opened.

9. **Employment Related Day Care Support (ERDC):** ERDC is a DHS subsidy program that helps eligible low-income families pay for child care while they are working. At this time, ERDC will pay up to \$855 per child per month so even families who are approved for a \$0 copay will still be responsible to pay the remaining \$145 per child per month for the Full Day Child Care tuition. Families are permitted to use other sources of funding to cover their remaining portion of the monthly tuition as long as none of the funding comes from Camp Fire directly.

ERDC also works with providers and other child care partners across the state to help families find and keep good child care, improve the availability of quality child care in Oregon, and to develop resources for parents and child care providers. To learn more about ERDC, please visit <https://www.oregon.gov/dhs/assistance/child-care/Pages/index.aspx>.

10. **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.

- a. **Electronic check** directly from your bank account is our preferred method of payment.
- b. **Check or money order** made payable to Camp Fire Columbia. Send to:
Camp Fire Columbia
1411 SW Morrison St, Ste 300
Portland, OR 97205
- c. **Credit card** from your Family Portal

11. Tax or Account Statements: Families can access their statements online via their [Family Portal](#). If you need assistance accessing your account, please contact the [Before & After School Registrar](#). Our **Tax ID Number is 93-0386901**.