



## Before & After School Payment Policies and Procedures

### **Monthly Statements:**

Enrolled families will receive a monthly statement during the final week of each month. You can view your monthly statements online in your [Family Portal](#) or by using the InSite Connect app. 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](#).

### **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. As a non-profit, every bit of savings helps. Using the electronic check method of payment saves us costs that we put back into our programs.

- Electronic check directly from your bank account is our preferred method of payment.
- Credit card
- Check or money order made payable to Camp Fire Columbia can be sent to:

Camp Fire Columbia  
1411 SW Morrison St, Ste 300  
Portland, OR 97205

### **Tuition Payments:**

Payments are due to the Camp Fire Columbia main office on or before the 1<sup>st</sup> of each program month and can be made in your [Family Portal](#) or by using the InSite Connect app. Camp Fire 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.

Tuition payments received after the 10<sup>th</sup> will have a \$20.00 late fee applied 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 Registrar by the 20<sup>th</sup> of the month, we reserve the right to withdraw your child from program and cancel your annual registration.

**No payments are accepted at program site.**

### **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:

PPS Hybrid Child Care: 5:00pm  
WLWV After School Care: 6:00pm

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 late pick-up fees may result in withdrawal from program.

### **Withdrawal from Program:**

**Two weeks' written or emailed notice to the [Before & After School Registrar](#) is required** when withdrawing a child from program. Withdrawals will be scheduled to go into effect after the final program day of the

*(withdrawal from program continued)*

month in which the two-week notice ends. This means that if notice to withdraw is provided within two weeks of the final day of a month, the withdrawal will not go into effect until the final day of the following month. Families who withdraw can later choose to re-enroll their child again if there is availability in the program.

No account adjustments will be made without the written notice. There will be no refunds, credits, proration, or any other form of reimbursement for payments that have already been made for PPS Hybrid Child Care or WLWV After School Care.

**Tax or Account Statements:**

Families can access their tax statements in their [Family Portal](#) or by using the InSite Connect app. At this time, we recommend generating your tax statement by selecting the “Statement” option rather than “Summary Year End” option. If you need assistance accessing your account, please contact the [Before & After School Registrar](#). Our **Tax ID Number is 93-0386901**.

**Financial Aid:**

Camp Fire 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 to reduce your monthly tuition. We are unable to offer families financial aid to fully cover their child’s tuition costs. Families do not have to be enrolled in a program prior to submitting a financial aid application but it is recommended that they do so however because there is no guarantee of program availability without enrollment. Financial aid awards expire each summer so families who hope to continue to use financial aid must reapply each 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 regular programs have re-opened.

**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. ERDC’s portion of a child’s monthly tuition is dependent on the number of hours that child is approved for and scheduled to attend that month. ERDC rarely covers a full month’s tuition so even families with a \$0 copay will likely be responsible for a portion of the bill.

- Hybrid Child Care: ERDC will cover the full Hybrid Child Care tuition for families who are approved for 63+ hours. Families who are approved for less than 63 hours are responsible to pay their portion of the tuition that is not covered.
- After School Care: ERDC will pay between \$216 - \$324 per child per full month of After School Care. Families are responsible to pay the remaining \$119 - \$11 per child per full month.

Families can use other sources of funding to cover their remaining portion of the monthly tuition but none of the funding can come from Camp Fire directly. For Multnomah County residents, we recommend that families who are approved for ERDC apply for CCI through the county to have the remainder of their monthly tuition covered.

(Employment Related Day Care Support (ERDC) continued)

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 families and child care providers.

To learn more about ERDC, please visit <https://www.oregon.gov/dhs/assistance/child-care/Pages/index.aspx>.

To learn more about CCI, please visit <https://ccrr-mc.org/cci/>.

**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 chooses to cancel program due to low enrollment. The minimum enrollment numbers are 12 children per location.

**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'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 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/>.

**COVID-19 Related School Closure or Exclusion:**

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 Before & After School programs are licensed by the State of Oregon and the Early Learning Division so we are required to follow their exclusionary policies during COVID-19. The following exclusionary policies have been enacted by the Early Learning Division until further notice:

- A child or staff member who is or has been sick with an illness that includes cough, shortness of breath, or fever\* should be sent home 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 no longer present without medication.
  - **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 not present.
- Children and staff who have been exposed to someone with a confirmed or presumptive case of COVID-19 (i.e., they are sick and have been exposed to someone with a positive test), must be excluded and should quarantine for 10 days after the last exposure. Exposure to a person in quarantine who does not have symptoms of COVID-19 does not require exclusion.

\*Fever is not excludable if it is commonly experienced due to an allergy or other underlying medical/health condition.