



# Before & After School Program 2021/22

## Rates & Policies

### West Linn Schools

#### Monthly Rates

| # Days of the Week | AM Only* | PM Only | AM & PM |
|--------------------|----------|---------|---------|
| 3 Days             | \$227    | \$340   | \$485   |
| 4 Days             | \$256    | \$430   | \$578   |
| 5 Days             | \$286    | \$473   | \$608   |

\*Bolton, Stafford, and Willamette Primary do not offer morning program.

#### Payment Structure

Camp Fire's Before & After School programs run from the first day of school through the last. To keep your payments consistent each month, we have divided the annual Before & After School program cost into nine equal payments to be paid September – May. There are no payments due for August and June. Families are not charged for weekends, holidays, or [In-Service days](#).

Enrolled families will be sent a monthly statement during the final week of each month. Each monthly payment is due to your [Family Portal](#) on the 1<sup>st</sup> of each program month. **No payments are accepted at program site.** If you are experiencing financial hardship and cannot make your monthly payment, contact the [Before & After School Registrar](#) immediately. Payments that have not been received by the 10<sup>th</sup> of the month will have a \$20 late fee applied per child. If your balance still has not been paid in full by the 20<sup>th</sup> of the month, your child will be immediately withdrawn from program and their annual membership may be cancelled.

You can view your billing history and create payment statements at any time in your [Family Portal](#) or by using the InSite Connect app.

#### 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, staff compensation, and our Collective Care program.

#### Annual Registration

Every child must have a completed annual membership to attend any Before & After School programming. Each annual membership is good for one school year so returning families will need to update and renew it each year. There is a \$55 annual membership fee for each child. Families who register their child but then do not use any Camp Fire programming throughout the school year will be refunded the \$55 annual membership fee in June; it is non-refundable during the school year.

The annual membership takes 1-2 weeks to process prior to a child being allowed to attend program. **In order for the Before & After School team to be able to prepare for school start, the final day to register your child and have them attend program during the first week of school is August 24, 2021.** Children registered within two weeks of school starting or after school has already started will be contacted within one week of their registration with their child's start date.

**Drop-Ins**

Drop-ins are only available in programs that are not scheduled to capacity. To request a drop-in, email the [Site Supervisor](#) at your child's school at least two school days in advance of when you would like your child to drop-in. Once the drop-in has been approved, the Site Supervisor will notify the Before & After School Registrar to apply the drop-in fee to your account. If you have an overdue balance on your account, the Registrar will deny your drop-in request and notify the site staff of the denial. Drop-in fees need to be paid prior to your child dropping-in.

| <b>Drop-In Fees</b>               | <b>AM Care</b> | <b>PM Care</b> |
|-----------------------------------|----------------|----------------|
| Package Members*                  | \$17           | \$29           |
| Non-Package Members**             | \$23           | \$44           |
| Full Week for Non-Package Members | \$100          | \$183          |

\* Package member: A child who is enrolled to attend Before & After School programming regularly each week.

\*\* Non-Package member: A child who is registered with Camp Fire for the 2021/22 school year but is not currently enrolled to attend Before & After School programming regularly each week.

If your child is not yet registered with Camp Fire for the 2021/22 school year, you will need to first complete the WLWV 2021/22 annual membership online. **The annual membership will take 1-2 weeks to process prior to your child being allowed to attend program.** Once it has been completed, we will contact you with a start date for your child. No exceptions.

**Late Pick-Up & Fees**

**Children must be picked-up by 6:00pm each day.** This is imperative so program staff can properly sanitize before leaving for the day. If a child is not picked-up by the 6:00pm closing time, Camp Fire site staff will call the primary family contacts then the emergency contacts. If no one can be reached by 6:30pm, Camp Fire reserves the right to contact Child Protective Services to take the child until the family can be located.

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.

**Schedule Change Requests**

All schedule change requests must be submitted by email to the [Before & After School Registrar](#). Schedule changes will be scheduled to **take effect two weeks after your notification date.** Each schedule change to a different package rate will be charged a \$30 transfer fee.

**Withdrawal from Program**

Two weeks emailed notice to the [Before & After School Registrar](#) is required when withdrawing a child from program. No account adjustments will be made without this written notice. Families who withdraw will retain their annual membership and can still request drop-ins, enroll their child for Full Day programming, and choose to re-enroll for a Before & After School program again if there is availability in the program.

**Low Enrollment Cancellation**

If a program does not meet minimum enrollment criteria, we will be forced to cancel it for the remainder of the school year unless we are able to again achieve minimum enrollment. We will provide enrolled families with as much advanced warning as possible. Pro-rated refunds will be offered if Camp Fire chooses to cancel program due to low enrollment. The minimum enrollment numbers are:

- AM programming: 5 enrollments
- PM programming: 15 enrollments

**Program Closures**

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. There is also no additional charge for district make-up days due in June due to district-mandated school 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 14 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.
- Children and staff who have been exposed to someone with confirmed case of COVID-19 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 14 days after the last exposure. Exposure to a person in quarantine who does not have symptoms of COVID-19 does not require exclusion.
- Vaccinated staff are not required to quarantine if exposed to a confirmed or presumptive COVID-19 case. If symptoms develop, they must be excluded and follow the testing protocol listed above.

\*Cough and fever are not excludable if they are commonly experienced due to an allergy or other underlying medical/health condition.

\*\*Exclusion policies continue to change. Camp Fire will follow the most up-to-date exclusion policies published in the Early Learning Divisions Office of Child Care COVID-19 Health and Safety Handbook.

**Full Day Programs**

Camp Fire offers Full Day programming, 7:00am – 6:00pm, at select locations on most In-Service and break days. The locations are set by the WLWV district and will be clearly identified on the Full Day program notifications and registration page. Specific days when Full Day programming is being offered can be viewed on the [WLWV calendar](#).

The Full Day programs require separate online enrollment from the regular Before & After School programs. You can check to see when each day will be enrolling [here](#). A non-refundable deposit of \$10 per day is due at the time of enrollment. This deposit counts towards the total cost of the day. Families who miss the online enrollment but still hope to attend can request to drop-in if there is still availability on the day of their choice.

| Full Day Program Rates  |      |
|-------------------------|------|
| Early Bird Rate         | \$59 |
| Regular Enrollment Rate | \$69 |
| Drop-In Rate            | \$75 |

Complete payment must be made in your [Family Portal](#) prior to your child attending the Full Day program. If you have not paid in full, your child will not be allowed to attend and you will not be refunded any partial payment that has been made. **No payments are accepted at program site.**

*(Full Day Programs continued)*

If a Full Day program does not meet minimum enrollment criteria (15 children), we will be forced to cancel it. We will provide enrolled families with as much advanced warning as possible. Enrolled families will be refunded fully for Full Day programs cancelled due to low enrollment.

| Full Day Program Dates   | Early Bird Enrollment Windows                         |
|--|---|
| October 13 <sup>th</sup> – 15 <sup>th</sup>  | August 13 <sup>th</sup> – September 13 <sup>th</sup>  |
| November 22 <sup>nd</sup> - 24 <sup>th</sup>   | September 22 <sup>nd</sup> – October 22 <sup>nd</sup> |
| December 20 <sup>th</sup> – 23 <sup>rd</sup> and 27 <sup>th</sup> – 30 <sup>th</sup> | October 20 <sup>th</sup> – November 20 <sup>th</sup>  |
| March 17 <sup>th</sup> , 18 <sup>th</sup> , and 21 <sup>st</sup> – 25 <sup>th</sup>  | January 17 <sup>th</sup> – February 17 <sup>th</sup>  |
| June 3 <sup>rd</sup>   | April 3 <sup>rd</sup> – May 3 <sup>rd</sup>           |

**Full Day Program Cancellation Policy**

All cancellations requests must be sent in writing to the [Before & After School Registrar](#). Cancellation requests sent **more than two weeks prior** to the Full Day program will receive a full refund except for the \$10 deposit. There will be NO REFUNDS for cancellation requests sent less than two weeks prior to the Full Day program.

If your child leaves the Full Day program early or arrives late due to safety concerns, accident, illness, homesickness, other activities to attend, or student or parent request, there will be no refunds or prorated fees. In the event of a medical condition that causes cancellation, a full refund will be given but written notification from the family and physician are required. 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.

**Collective Care Model**

Currently, access to high quality child care is dependent on a family's ability to pay. Camp Fire Columbia believes that high quality child care is a human right so we are implementing a Collective Care model which will invest our agency funds to support our families and will ask our families to support each other. Collective Care is everyone contributing as much as they are able, so everyone can benefit.

Families will be asked to complete the Collective Care form during the program year. If your family has more and can give more, those funds will go directly to another Camp Fire family who needs support and will be recorded as a tax-deductible gift. If you have less, we want you to tell us what you can afford. We will award aid throughout the school year as we are able based on the availability of funds.

Our model is based on trust and a belief that when we have the chance, we will all show up for each other. We will never require you to prove your income and funds are limited so please reflect on your ability to contribute towards high quality care and answer as honestly as you can. The application process is completely confidential and funds are awarded on a sliding scale to reduce your monthly tuition. Families do not have to be enrolled in a program prior to submitting a Collective Care form but it is recommended that they do so because there is no guarantee of program availability without enrollment. Collective Care donations and awards expire at the end of each school year so families who hope to continue to use or give through the Collective Care model must complete the form annually.

**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 offers varying amounts of coverage based on a family's approved hours and copay; even families who are approved for a \$0 copay will be responsible for a portion of the monthly fee. Families can use other sources of funding to cover their remaining portion of the monthly fee but none of the funding can come from Camp Fire directly.

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

### **Additional Outside Funding Options**

Camp Fire is an approved provider through the Jim Sells Childcare Subsidy and ChildCare Aware. Families who have been approved for other forms of funding can contact the [Before & After School Registrar](#) to determine if Camp Fire can be added to their approved provider list.

- The Jim Sells Childcare Subsidy (JSCS) supports current PSU students. You can learn more about the JSCS at <https://www.pdx.edu/students-with-children/jim-sells-childcare-subsidy>.
- ChildCare Aware (CCA) supports Military and DoD families. You can learn more about CCA at <https://www.childcareaware.org/state/oregon/>.