



Financial Policy 2021-22 Updated: August 19, 2021

Complete and timely payment of tuition fees is important for the Jewish Council of Youth Services (JCYS) to maintain its programming. Your adherence to fee and enrollment policies is critical to the success of JCYS programs, Centers, and our ability to offer fair rates and scholarships to those in need.

Fees

Tuition fees are set by the JCYS Board of Directors as part of annual budgets and are subject to annual increases. Your child is enrolled in one or more programs with pre-determined start and end dates. Fees are due throughout the program duration for each child. Reductions are not granted for absences, including illness, vacation, holidays, weather, or any other event or emergency that requires full or part-day closings, except as indicated below regarding COVID-19 related closures.

Mandated COVID-19 Related School Closures

The COVID-19 pandemic presents such significant hardship for our families that JCYS has decided to address it differently from our regular policy toward tuition/fee reductions. These COVID-related policies are designed to do the best we can to ease the burden to families while still ensuring we can continue to operate. We recognize this will still be difficult for some of our families. We are doing what we can both to support our families and pay our fixed costs including, to the degree possible, employee pay.

Short-term closures

If a classroom or Center must suspend in-room education for a period of two weeks or less, no credits or refunds will be given. Any subsequent COVID-related closure will count as a new two-week period unless the closures are within one month of each other.

Long-term closures

If a classroom or Center must suspend in-room education for a period of greater than two weeks, families will receive a 60% tuition credit for every paid week beyond the first two weeks. If the Center must remain closed longer than two months, families will be credited in full for any tuition paid for any part of the period of closure thereafter. Credit will be issued to your family’s account for the applicable time frame, which may be refunded if not used for future programming or the credit may be donated back to JCYS. If a second closure is required within one month of the end of a prior closure, it will be counted as a continuation of the prior closure. E.g., if a second closure begins within a month after a two-week closure, that second closure would begin week three.

The table below summarizes the guidelines laid out in the above paragraphs:

| Closure Duration | Tuition Discounts/Credits |
|------------------------------|---|
| Two weeks or less | None |
| From two weeks to two months | No refund or credit for first two weeks; 60% credit for the remainder of the period |
| Longer than two months | After the first two months, 100% discount until reopening |

Registration Fees

Registration fees are non-refundable, non-transferrable, and due upon enrollment. If a program is cancelled by JCYS, registration fees for that program will be returned. Registration fees are in addition to tuition and will not be applied against final tuition invoices. JCYS no longer requires deposits.

Holding Fees for Infant Program

Application for and registration in our Infant Program follow the same process as for our other Early Childhood Education programs. Registration fees for the Infant Program fall under the policy laid out above.

To reserve a slot in advance for infant care later in the year, JCYS requires a \$1,000 per month holding fee *in addition to the regular registration fee*. This holding fee assures that JCYS will have a slot available for your infant when he or she is ready to join our program. Without the holding fee, JCYS cannot guarantee a spot will be available when the time comes, though we will accommodate families if we have available slots. Holding fees are non-refundable, unless impacted by a COVID closure, as laid out in the section regarding COVID-related closures. The holding fee is applied exclusively towards the months before the child joins the program. It is independent of program tuition.

A holding fee may be used for up to 8 weeks. If the infant is not placed in the Infant Program by that time, the family will have the option of either paying full tuition to continue to reserve the space or releasing it.

Holding fees are available exclusively for our Infant Program and are not applicable to any of our other Early Childhood Education programs.

Tuition Payments

Payment of tuition will be made according to the updated payment rates and schedule communicated prior to June 30, 2021. The preferred form of payment is ACH (via the billing tool), though tuition payments may also be made by cash, check, or credit/debit card. Irrespective of your chosen form of payment, all accounts require a credit, debit, or bank account on file. We reserve the right to automatically charge or draft from the account on file within 10-15 days from the original due date any balance remaining past the due date. Card transactions include a 2.5% processing fee. Please note we also accept JUF Right Start grants and Illinois Action for Children state subsidies.

Late Tuition Payment

Tuition payments are due by the date noted on your invoice. A \$35 late payment fee will be assessed on payments 30 days late. Interest of 5% will begin to be assessed for payments 60 days late and greater. A child will come off the roster if payments are 60 days late and can only re-enroll upon all payments being made if the slot has not been filled. Please contact the Leadership Team to ensure communication before payments become 60 days late to discuss potential alternative options, as it is our strong preference to maintain enrollment.

Late Pick-Up Fee

It is important that parents understand the need for punctuality regarding picking up children. Late pick-ups cause anxiety in children as well as significant inconvenience and cost to JCYS and its staff. Accordingly, late pick-ups will incur the following fees:

- 1st instance: a friendly reminder
- 2nd instance: \$15 fee for up to 15 minutes, and \$10 for each additional quarter hour
- 3rd and subsequent instances: \$25 fee for up to 15 minutes, and \$15 for each additional quarter hour

Late fees will not be assessed when lateness is due to severe weather, train derailment, accidents, etc.

The Center leadership team may, at their discretion, ask a family to un-enroll from the program if late pick-up is chronic (e.g., more than five times over the course of the year).

Please note: If the parent/guardian or emergency contacts cannot be reached after 60 minutes, JCYS staff is required by our Department of Child and Family Services (DCFS) licensing standards to contact the proper authorities.

Program Cancellation

JCYS reserves the right to cancel programming or change hours based on registration or other circumstances that may arise. In the event of program cancellation, any registration fees paid for the program will be credited to another program or refunded.

Receipts and Tax Documentation

Receipts will be issued monthly. At the end of each January, a tax receipt documenting all childcare fees along with our EIN (Employer's Identification Number) can be downloaded from myprocare.com.

Re-Enrollment

Re-enrollments cannot be processed until unpaid fees from a previous enrollment are satisfied. Please contact the Leadership Team to discuss potential alternative options.

Early Withdrawal

We request (and appreciate) as much advance notice as possible in the event your child withdraws from a program. We require a minimum of four weeks' notice from our Early Childhood Programming, given to the Director in writing, to receive a refund of any fees paid beyond your child's last day. **EXCEPTION:** Requests for withdrawal after March 1st from Early Childhood Education programming and Kindergarten Enrichment will not be eligible for any refunds.

Change in Status Requests

A family who wishes to change their enrollment status (e.g., 5 days to 3 days a week or switching specific days of the week) must submit their request to the Center Director with as much notice as possible. Requests will be granted based on availability in the classroom and time slots desired. It will be at the Director's discretion to grant any requests based on current Center needs and requirements. A \$35 adjustment fee will be charged for decreases to your enrollment.

Scholarship Assistance

Scholarship assistance is need-based and will be available depending upon very limited available funding. For more information, please visit JCYS.org/scholarships.

The individual who signs this policy is the person who is responsible for payment. If payment is being made separately by two or more individuals, each individual must sign a copy of this policy.

Child(ren) Name(s): _____

Parent/Guardian Name

Parent/Guardian Signature

Date