



# Financial Policy 2023-24 Updated: August 3, 2023; Effective: August 7, 2023

Complete and timely payment of tuition and fees is critical to the success of JCYS programs and our ability to offer fair rates and scholarships to those in need. Policies are subject to change and families will be notified in advance of any policy change.

## 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 determined by your child's age as of September 1, 2023 and are due throughout the program duration for each child. Reductions and switching of days are not granted for absences, including illness, vacation, holidays, weather, or any other event or emergency that requires full or part-day closings.

## Registration Fees

Registration fees are non-refundable, non-transferable, and due upon enrollment. If a program is canceled 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.

### Pre-Kindergarten Registration for City Centers (Excludes Suburban Centers)

An additional non-refundable deposit is due upon enrollment. Families who register before February 1, 2023, will have until February 1, 2023, to pay the \$1,300 additional fee. Families registering after February 1 will pay the entire fee at the time of registration. As of July 1, 2023, the fee is \$1,800 and families will pay the entire fee at the time of registration. On April 1, 2024, the fee paid will be credited to tuition for those children enrolled in our Pre-K. The deposit will not be refunded if the child is withdrawn from our program.

## Holding Fees for Infant Program

To reserve a slot in advance for infant care later in the year, JCYS requires a \$250 per week 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. The holding fee is applied exclusively towards the weeks 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 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.

We require a minimum of four weeks' advance notice if you choose either to delay or withdraw your infant's entry into the Infant Program. The intent to delay or withdraw your infant must be given to the Director in writing (can be email), to receive a refund of any fees. Once the school year begins (August 21, 2023), the first installment of full tuition, due on September 1st, is non-refundable.

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

### Infant Program Registration for the Following School Year

During regular, open registration, families may register to reserve a spot for their infant for the following school year, even if the infant is not ready to enter the program on the first day of the program. Consistent with the prior paragraphs, in the event that an infant is not ready to enter the program on the first day of the fall term, the family will begin paying the holding fee. They can hold a slot for 8 weeks (i.e., through October 13th, 2023, for the 2023-24 school year).

Payment will follow the same schedule as for full year students:

Holding fee for first four weeks*	due	July 1, 2023
Holding fee for second four weeks*	due	August 1, 2023
Full tuition, first installment	due	September 1, 2023

*\*If less than eight weeks of holding period are used, you will be charged \$250 per week, plus prorated tuition based on your start date if starting prior to October 13, 2023.*

Once the school year begins (August 21, 2023), the first installment of full tuition, due on September 1st, is non-refundable. Full tuition payments are required from September 1 through the remainder of the year. This is true of all families.

## Tuition Payments

Payment of tuition will be made according to the updated payment rates and schedule communicated prior to the opening of registration. Our preferred form of payment is ACH (via the billing tool), though we also accept cash, check, or credit/debit card. No matter what your chosen form of payment, all accounts require a credit, debit, or bank account on file. You must be current with your payments in order for your child to begin a school-year or summer program. 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. Credit card transactions include a 3.25% processing fee.

Please note we also accept JUF Right Start grants at all locations and Illinois Action for Children state subsidies at our city locations.

## Late Tuition Payment

Tuition payments are due by the date noted on your invoice. If payments are 30 days late, a \$35 late payment fee will be assessed and your child will no longer be enrolled in their program. They may re-enroll only if all late and current payments are made and if the slot has not already been filled.

## 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

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](https://myprocare.com).

## Early Withdrawal

We request (and appreciate) as much advance notice as possible in the event your child withdraws from a program and require a minimum of four weeks', given to the Director in writing (email is acceptable),

to receive a refund of any fees paid beyond the minimum notice period. **EXCEPTION:** Effective July 1st, 2023, requests for withdrawal less than 90 days before the end of any program date will not be eligible for any refunds and any balance due must be paid.

### Change in Status Requests

A family who wishes to change their enrollment status (ex. 3 days to 5 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. Changes in enrollment status will not be granted 90 days before the end of any program date.

### 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](https://jcys.org/scholarships).