



# Financial Policy 2024-25 Updated 3/13/24

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.

## Registration

During regular, open registration, families may register to reserve a spot for their child for the following summer and/or school year. If families register once a program begins (June 10, 2024 for Summer 2024 and August 19, 2024 for School-Year 2024-25), your child must start within 30 days of registration, as we are unable to hold a spot for your child in any of our programs.

## 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. School-Year fees are determined by your child's age as of September 1, 2024 and are due throughout the program duration for each child. Summer fees are determined by your child's age as of June 1, 2024 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, 2024, will have until February 1, 2024, to pay the \$1,800 additional fee. Families registering after February 1 will pay the entire fee at the time of registration. On April 1, 2025, 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will be credited to tuition for those children enrolled in our Pre-K. The deposit will not be refunded if the child is withdrawn from our program.

## Tuition Payments

Payment of tuition will be made according to the updated payment rates and schedule communicated prior to the opening of registration. If you register after our payment installment schedule begins, you will be contacted by the Business Manager regarding adjusted pricing. 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 \$100 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 leave 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. Requests for withdrawal less than 90 days before the end of school year programming and 45 days before the end of summer programming 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. An adjustment fee of \$250 will be charged for decreases to your enrollment. Changes in enrollment status will not be granted 90 days before the end of school year programming and 45 days before the end of summer programming.

## 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).