

JCYS Financial Policy

It is important for tuition fees to be paid as agreed, and timely, for the Jewish Council of Youth Services to maintain its operating budget. Your adherence to fee and enrollment policies is critical to the success of JCYS programs, centers, and ability to offer fair rates and scholarships to those in need.

Please note this policy is effective immediately. Updates to this policy may be made during the year. The most up-to-date version (which supersedes any previous version) will be available at jcys.org.

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 a program with a pre-determined start and end date. 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.

Deposits

Deposits are non-refundable and non-transferrable and due upon enrollment. Deposits will be applied to the final program invoice or forfeited with early withdrawal.

Tuition Payments

Payment of tuition will be made according to the designated payment rates and schedule communicated during registration. Tuition payments may be made by cash, check, credit/debit card or ACH (via billing tool), however all accounts require a credit, debit, or bank account on file. Any balance remaining past the due date will be automatically charged or drafted from the account on file within 1-2 days from the original due date. Card transactions include a 2.5% processing fee. Please note we also accept JUF Right Start dollars.

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 2% will begin to be assessed for payments 90 days late and greater. A child will come off the roster if payments are 90 days late and can only re-enroll, upon all payments being made, if the slot has not been filled. (Please contact the center director to ensure communication before payments become 90 days late and 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 the 15 minutes, and \$10 for each additional quarter hour
- 3rd and subsequent instances: \$25 fee for up to the first 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.

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 licensing standards to contact the proper authorities.

Returned Checks

A \$35 banking fee will be assessed for all returned checks/payments. If there are two non-sufficient checks, we will require future payments by cash or money order.

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) is available upon request.

Re-Enrollment

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

Early Withdrawal

We request (and appreciate) as much advanced notice as possible in the event your child withdraws from a program. We require a minimum of four weeks' notice, 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 tuition or deposit refunds.

Change in Status Requests

A family who wishes to change their enrollment status (ex. 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 may be available depending upon funding. Please contact your center director for more information or visit JCYS.org/scholarships.

Child(ren) Name _____

Parent/Guardian Signature _____ Date _____