

2011-12 School Age Enrichment Programs
Payment Policies and Procedures Agreement
Cumberland County YMCA



The following outlines the Payment Policy and Procedure for all School Age Enrichment Programs managed by the Greater Portland YMCA. Please read thoroughly and return.

- Payments, including those made by mail, must be **received no later than 5 pm Wednesday prior to the week of service**. If payment is not received by Wednesday, your account will be billed a late charge. Also, your child will not be allowed to attend program on the following Monday. **Teachers cannot accept payment at the program site; payment must be made at the YMCA (any of our three locations)**.
- **A \$5/day late fee will be charged for each day payment is not received.** Late fees commence at 5:01 pm Wednesday. Payment and late fees must be paid by Monday or your child will not be able to attend program that day. *If your child is brought to the program before payment has been made, you or an emergency contact will be notified and asked to pick up the child.*
- A two (2) week payment is necessary for your child to begin the program. One week of payment will be applied to the first week and the second payment will be applied to the last week.
- All payments should be made to the YMCA. Include your child's name and the program he/she attends.
- Payments can be mailed or made in-person at the Greater Portland YMCA on 70 Forest Avenue by cash, check, money order, or credit/debit card. **An automatic debit through credit/debit card or checking account is another convenient option to make payments and avoid late fees.**
- **Amounts due are based on days enrolled, not days attended. Fees will not be prorated for sick, vacation (except the weeks of Christmas, February, and April breaks), or non-attended days.**
- A \$20 fee will be charged for all returned checks and declined automatic payments. You must pay this fee within 24 hours of being notified or your child cannot attend programming.

Late Pick-Up Fees

If your child is not picked up before the end of the program's scheduled time, a tardy fee will be charged.

First offense: \$1/minute (per child);

Second offense: \$3/minute (per child);

Third offense: \$5/minute (per child).

Excessive late pick-ups may result in removal from the program.

Withdrawal

In order to withdraw your child from the program, the YMCA Child Care Director must receive **two (2) weeks written notification**. The two week notice is effective from the date the notification is received. If we do not receive written notice of a withdrawal, you will be charged for those two weeks.

I have read and understand the Payment Policy and Procedure Form. I realize that by signing this I agree to comply with the above policy. If I am not able to adhere to the policies, I will contact the Financial Assistant at the Cumberland County YMCA at 874-1111 ext. 117.

Parent/Guardian Signature

Date