

## YOUTH SERVICES - GREAT EXPLORATIONS AFTER-SCHOOL FEE POLICY

### 1. Rates

Family Income Category	Determination of Category	Cost per day	Cost per week
A – Free Lunch	School data	Free	Free
B – Reduced Lunch	School data	\$2.00	\$8.00
C – Discounted Full Pay	W2 or pay stub from families	\$3.00	\$12.00
D – Full Pay	n/a	\$4.50	\$18.00

All additional children in a family will be billed at a 25% discount for regular programming hours.

### 2. Schedules

Begins immediately after school until 5:30 p.m., Monday thru Friday (except holidays, see school calendar).

### 3. Payments

Bills will be issued following the week of activity. Payment is expected by Friday of the next week. If payment is not received by the next billing, a fee of \$5 will be charged. Receipts and statements of payments for tax purposes will be available upon request. Acceptable forms of payment include cash, checks and/or credit cards.

4. A late fee will be charged for each child picked up after the closing time as follows: \$5 for up to 15 minutes late, \$10 for 15-30 minutes late, \$25 for more than ½ hour late. Parents who consistently pick up children late will be charged late fees. If a site incurs additional staffing expense due to a parent's lateness, the parent will be charged accordingly for that expense. Parents are encouraged to discuss irregular schedules with their site coordinator.

### 5. Financial Assistance

Childcare reimbursements are available through the Dept. of Human Services (DHS) to eligible families. Information about this program is available from your site coordinator. Parents can contact DHS (482-0500) to determine eligibility and obtain approval.

### 6. Returned Check

A fee of \$30 will be charged for returned checks. Payment must be made by cash or money order to cover the returned check. Two returned checks will result in payment in cash only.

### 7. Failure to Pay

Parents who fail to pay fees will be notified in writing and required set up a payment plan with the site coordinator.

### 8. Guarantee

The Great Explorations program provides a satisfaction guarantee. If a parent is not satisfied with the program, the child may be withdrawn and up to one week's fee will be refunded.

I understand and agree to this policy:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Parent or Guardian