

YWCA of Metropolitan Detroit Afterschool Enrichment Program

Located in Pembroke Academy

Business hours: Monday- Friday 7:00 am- 6:30pm

Tuition Fees

Full-time AM	Three or more days	\$25 weekly per child
Full-time PM	Three or more days	\$65 weekly per child
Full-time AM & PM	Three or more days	\$75 weekly per child
Part-time	Based on two identified days	\$35 weekly per child
Drop-In	When a child is brought to the program by school staff or directed by a parent to come to the PM program	\$20 per occurrence

DHS Childcare: Payments are accepted, (co-pay based on DHS payment)

Registration Fee: A none refundable \$30 fee is required annually per child

Payment Policy

Fees are due on **Monday** of the week before school/after-school service is provided. Payments not received on Monday are considered delinquent and will be charged a late fee of **\$5 per day**. (See delinquent section below). In the event of illness, full payment is expected except for an extended illness. An extended illness is considered to be an illness that keeps the child out of school for more than five consecutive days. Half payment is required to hold child space.

All checks are payable to: The YWCA of Metropolitan Detroit. Payment should be given to the on-site director or paid online <https://www.ywcadetroit.org/programs/afterschool/>.

Late Pick-up Charges: If a parent can not pick up a child by our specified program end time a courtesy call to the site manager is required. A mandatory fee of \$1 per minute per child will be billed at 6:05 pm.

Inclement Weather: On rare occasions, it may be necessary to close the Afterschool Program due to poor weather conditions. On these occasions, full payment is required.

Vacation: When the school is closed for Christmas and Spring break fees are not due

Holidays/Teacher Education/P/T Conference days: full tuition is required

Credit Card Payments/PayPal: Families may pay their online at the YWCA of Metropolitan Detroit website. <https://www.ywcadetroit.org/programs/afterschool/>.

Delinquent Accounts/Returned Checks: A \$5 per day fee will be charged to delinquent accounts. A \$50 fee will be charged for any returned checks due to insufficient funds and check check-writing privilege will be revoked from the account.

Registration/Enrollment

Registration fees, completed forms, and enrollment contracts are required before the child enters the program. Registration fees are nonrefundable. A copy of the enrollment contract will be provided to the client and maintained on file. Subsequent contract copies require a \$3 reprint fee.

Confirmation of enrollment fee payment is to be emailed to pgamble@ywcadetroit.org with the child's name in the subject line

Withdrawals: Parents may withdraw their child at any time. As a courtesy, we ask for a week's notice.

Any additional questions or concerns should be forwarded to the Afterschool Administrator at **(313)-259-9922 ext.200**, Patricia Gamble



YWCA Metro Detroit Afterschool Enrichment Program Contract

Agreement made on the _____, between YWCA of Metro Detroit, a corporation organized and existing under the laws of the state of MI, with its principal office located at 985 E. Jefferson Ave. Suite 101, Detroit. MI 48207. Referred to herein as YWCA of Metro Detroit Afterschool Enrichment Program (YWCA), and _____ of (street, address, city, state, zip code) _____ Referred to herein as parents.

First and Last Names of Parents: _____ Street Address _____

City _____ State _____ Zip Code _____ Home Phone _____ Work Phone _____ Cell Phone _____

Name and age of children that will be cared for at the YWCA Afterschool Enrichment Program: _____

Length of Contract _____ Payment Schedule _____

Full payment is due for all participating children in the family every Monday or the following business day if the YWCA is closed due to a holiday for the current weeks service. A late fee of \$5 per day past Monday will be charged. YWCA may excercise the right to decline the care of a child if the account is not current.

YWCA will notify the school if children are dropped off without consent and they will be reported as a dropin with the identified fee due upon pick-up. Should the dropin fee not

be paid the child will be place on a list given to the school as do-not drop in. Payments made are for the reservation of services only and will be forfeited if not used. Neither refunds nor credits are given under any circumstances.

If a check is returned for insufficient funds, an additional fee of \$50 will be charged. Following such event, future payments may be required to be in cash or certified check. The program is closed on Saturday and Sunday and all Federal Holidays. Weekly Fees are not prorated for "Holiday" weeks.

To reserve an opening at the YWCA during extended absences due to vacation or illness the payee is required to pay 50% of the customary weekly fee to maintain eligibility for services when the child returns to the YWCA. If the reservation is not maintained during the child's absence, the YWCA may or may not accept the child back. The YWCA policy regarding the following: hours that the YWCA is open; the earliest a child may be dropped off; the latest a child may be picked up; Meal and Special Foods; Medications and Accommodations for Medical Conditions; Drop off and Pick Up procedures for individuals that are not Parent or Legal Guardians; and all other policies that oversee this agreement are in the YWCA Parent Handbook and is now incorporated into this contract through reference. These policies may also be altered if needed in the future with sufficient notice to the parent or legal guardian, without voiding this specific agreement.

Either party may terminate this contract at any time by supplying a written notice of termination.

WITNESS our signatures as of the day and date first above stated.

Patricia Gamble/ Afterschool Administrator

By: _____
Printed Name & Position

(Signature of Parent)

(Signature of Officer)

(Printed Name of Parent)