

CHMBT Afterschool Program Opt-In Payment Policy

Effective Date: August 2026 -2027

Purpose

This policy outlines the procedures for enrolling in and making payments for the CHMBT Afterschool Care Program. By opting into the program, families agree to the terms below regarding participation and payment.

1. Opt-In Requirement

- Participation in the afterschool program is **voluntary** and requires explicit enrollment via the **Opt-In Form**.
 - Parents/guardians must complete and submit the Opt-In Form each academic year (or session) to register their child(ren) in the program.
 - Submission of the form indicates agreement with this payment policy.
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2. Program Fees

- **Enrollment fee** - \$25.00
- **Full-time** (5 days/week): \$95, K-12
- **Full-time** (5 days/week): \$115, pre-K
- **Part-time** (e.g., 3 days/week): \$70
- **Drop-in Rate** (per day): \$25
- **Hourly Rate** \$8.50
- **Half-an-hour** - *not offered
- **Enrichment Two-Week Program** - \$275 – seasonal

Fees cover supervision, activities, programs, events and snacks.

**Please note, we do not offer half-an-hour rate. Hourly rates start at 3 pm, once a CHMBT teacher takes over the classroom and students are present.*

3. Payment Terms

- Payments are due 1-2 weeks before service is provided.
- Invoices will go out on all unpaid balances due by **15th or 30th of each month**
- Accepted payment methods include credit card, online portal, cash, check, etc.

- A \$10 late fee will be applied to late payments. There is a 3-day grace period after due date. Late fee will automatically be charged on the 4th day. Not to exceed.

4. Refunds & Cancellations

- **No refunds** will be issued services rendered, missed days due to illness, vacations, or early pickups. A credit to your account will be applied for unused paid days for future use
 - If you wish to cancel participation, a **written notice** must be submitted at least **10 days** in advance.
 - No refunds will be issued for services rendered
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5. Financial Assistance

- Limited financial aid or fee waivers may be available through the State. Contact us for more details.
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6. Non-Payment Policy

- If payment is not received your child's enrollment may be **suspended** until the balance is paid in full.
 - Repeated non-payment may result in permanent removal from the program.
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Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to the terms of this Opt-in Payment Policy and all other terms presented.

Parent/Guardian Name: _____

Signature: _____

Date: _____