

**MCLB ALBANY CHILD & YOUTH PROGRAM
FULL-TIME PAYMENT & WITHDRAWAL POLICY (EFF. 1 Feb 2018)**

Income Level	Total Annual Family Income	Full-Time	Full-Time Multi Child
I	\$0 - \$31,794	\$128	\$115
II	\$31,795 - \$38,604	\$160	\$144
III	\$38,605 - \$49,959	\$199	\$179
IV	\$49,960 - \$62,448	\$232	\$209
V	\$62,449 - \$79,482	\$267	\$240
VI	\$79,483 - \$91,918	\$290	\$261
VII	\$91,919 - \$108,138	\$299	\$269
VIII	\$109,139 - \$135,220	\$310	\$279
IX	\$135,221 +	\$321	\$289
Contractor/Space Available Patrons	ALL INCOMES	\$451	\$451

PLEASE INITIAL EACH BLOCK BELOW CONFIRMING YOUR UNDERSTANDING OF CHILD & YOUTH PROGRAM POLICIES:

- New enrollment:** Fees must be paid on first day of attendance. Thereafter, fees are due on the 1st and 15th each month. Fees will be pro-rated as needed for enrollment or disenrollment in the middle of billing cycles.
- Payment due date:** Payments will be due on 1st and 15th of each month. Payment is considered late on the 2nd and 16th. Payment by phone is available for patrons on leave or unable to visit the center on payment due date. Automatic payment options are also available.
- Late Payment fees:** Payments not received on or before the due date will be assessed a \$6.00 late fee per day, until paid.
- Denial of services:** Delinquent accounts will be denied services beginning on the 6th business day that falls after the due date, until payment is made. Delinquent accounts will be forwarded to MCCS Accounting for collection.
- Extensions** may be requested to allow more days to pay a full balance owed and avoid disenrollment. Any extensions granted will include late fee charges for each day the payment is delayed. Extensions will not exceed the days within current billing cycle. EXTENSIONS ARE GRANTED FOR EMERGENCIES ONLY AND ON A ONE-TIME BASIS. Repeated failures to pay fees on time may result in termination of services. Contractors and space available patrons are ineligible for individual financial hardship exception.
- Disenrollment due to non-payment:** Delinquent accounts without approved extensions can be submitted for disenrollment on the 6th business day that falls after the due date. Any accounts with outstanding balances will be forwarded to MCCS Accounting for collection.
- Late pick-up fees:** Failure to pick up your child by 1800 will result in a late charge of \$5.00 per child for the first 5 minutes and \$5 for each additional minute thereafter until the child's escort arrives. Late fees are payable at the next pay period. Failure to pay late fees may result in a loss of childcare privileges. Continued late pick-ups may result in a loss of privileges.
- Signing In & Out:** Patrons are required to electronically sign in AND out of the center to ensure accurate accountability for each child within the center and manually sign in AND out of the classroom. Patrons who repeatedly forget to sign in or out may lose child care privileges, as we need accurate information for drills and actual emergencies.
- Vacation Credit:** One week of vacation credit (five consecutive days) is allowed yearly. Children must be enrolled and fees paid in full for a minimum 30 days before vacation credit is used. Vacation credits may not be used at the end of the enrollment period. Vacation credits are available every calendar year and must be redeemed by 31 December. Vacation credits not used in the previous year do not roll over into the coming year.
- Closures:** Child & Youth Program facilities are closed on all federal holidays, the day after Thanksgiving, day after Christmas, and during base closures for non-essential personnel during inclement weather or emergencies. Fees are **not** pro-rated for closures, as the fee schedule takes into account cost of annual operation and divides fees into 24 equal payments for the convenience of families.
- CYMS cards (for electronic sign-in/out):** There is a \$5.00 charge to replace lost or damaged cards (beyond normal wear and tear.)
- Withdrawal Notification:** A written two week notice, prior to leaving the program is required. Failure to provide written notice will result in the required two week notice occurring after care is no longer being utilized. Sponsors are responsible for any bills appearing on their account due to failure to disclose intent to withdraw from the program. Notification of disenrollment may be submitted at the CDC front desk. Please include child's name and anticipated last day of attendance in written notices.

I HAVE READ AND UNDERSTAND THE ABOVE BI-MONTHLY PAYMENT AND WITHDRAWAL POLICY FOR MCLB ALBANY'S CHILD & YOUTH PROGRAM. BY SIGNING THE FORM BELOW I AGREE TO ABIDE BY THE POLICIES AND REGULATIONS.

Printed Name of Sponsor: _____
 Printed Name of Participant(s): _____
 Sponsor's Signature: _____ Date: _____

PRIVACY ACT STATEMENT: This statement of Total Family Income contains identifiable personal data that is subject to the Privacy Act of 1974(5 U.S.C. Sec. 522a). Release of such data must be in accordance with the provisions of the Act and SECNA VINST 5211.42C, 4 December 1981, both as amended. The unauthorized release of this information should subject the releaser to formal disciplinary action and/or criminal penalties, including a fine of up to \$5,000.00. I affirm that the information requested for DOD verification of total Family Income has been provided.