

# *General Information*

- ❖ All accounts must have a Zero balance before registering for the School Term Program.
- ❖ There is a \$ 60 Non-refundable Registration Fee for each child. Space will not be reserved until registration fee has been paid.
- ❖ Each party agrees to pay the Altavista Area YMCA their fees for every week in which the child is enrolled in the program. No bills will be sent. No vacation weeks are allowed during the School term.
- ❖ Absence for part of the week shall not affect the responsibility for full payment. Full payment must be paid in advance. Preferred method of payment is automatic payments. (Weekly, Bi-weekly, or Monthly). The family center can set up automatic payments by calling 434-369-9622 ext 36. Payments may be made online by visiting [altavistaymca.com](http://altavistaymca.com) and click on Childcare tab and then the childcare drop down selection. Check, credit card, money order and cash payments can be made to the Front Desk of the Family Center located at 1000 Franklin Ave., Altavista, VA 24517. You may also mail a check or money order to the Family Center address in advance of your desired weeks. Staff Cannot accept payments at any school site location except with initial contract.
- ❖ Returned checks are subject to a service fee of \$25.00. If two checks are returned on the same account, the account must become a "cash, money order or credit/debit only" account. If the account becomes delinquent, the signed party shall be responsible for all service charges, expenses, court costs, attorney's fees or collection agency fees incurred to collect this debt.
- ❖ **Cancellation Policy:** The Child's enrollment can be canceled by the signed party by giving a written two-week notice. Notice must be sent via email to [cancel@altavistaymca.com](mailto:cancel@altavistaymca.com). No phone calls accepted for cancellations.
- ❖ Staff Cannot accept payments at any school site location except with initial contract.
- ❖ The YMCA reserves the right to terminate immediately a child's enrollment for any act, word, or condition of the child or parent causing disruptions, safety or health concerns for the child, other children, or employees of the YMCA.
- ❖ You are subject to dismissal if your account is not kept current, after missing 1 payment and a 5% late fee may be applied.
- ❖ The YMCA reserves the right to increase fees at any given time with a two-week written notice.
- ❖ If schools close for non-scheduled calendar days, the full daily/weekly rate will be charged per child. This does not include the regularly scheduled Election day 11/3, Thanksgiving break 11/25, Christmas break 12/23, 12/28, 12/29, 12/30, Martin Luther King Day 1/18, and Spring Break 4/6, 4/7, 4/8, and 4/9. (These dates are based on the Campbell Co. schools calendar. Pittsylvania County calendar not yet out.)
- ❖ **Masks are required for school age children where 6 ft of distancing cannot be maintained. Please send a mask with your child daily.**