



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF THE PALOUSE ELEMENTARY AFTER SCHOOL PAYMENT POLICY

Please note that the YMCA of the Palouse payment policy has been updated as of March 1, 2017. Please contact the Y with any questions regarding payment at (509) 332-3524.

### PROGRAM RATES

Please visit our website at [www.palouseymca.org](http://www.palouseymca.org) for current program rates.

### ANNUAL FAMILY MEMBERSHIP FEE

Program participants are subject to an annual family membership fee that covers all household members across all Y programming. Beginning April 3, 2017, Annual Family Membership Fees are \$50.

### PART-TIME

Participants enrolled in part-time care who exceed the allotted days per month will be charged a \$30 drop-in fee for each additional day of attendance. Payments must be made prior to attendance.

### DROP-IN

Notification and payments for drop-in participants are due at least 24 hours before usage, contingent upon availability. The Y will not provide childcare without advance payment.

### DISCOUNTS

Payments for a semester of full-time and/or part-time attendance are eligible for a 10% discount if payment is made in full before the beginning of the semester.

### CHANGES AND CANCELLATIONS

The Y must be notified of all attendance changes and cancellations at least 24 hours in advance. This includes drop-in attendance.

### WITHDRAWAL

If you wish to withdraw your child(ren) from Y programming, written notice must be submitted to the Y at least 2 weeks prior to last day of attendance.

### BILLING

Invoices are sent out for part-time and full-time participation on the 15<sup>th</sup> of each month. Payment for the coming month is due by the 1<sup>st</sup>.

### LATE PAYMENTS

Payment is due the 1<sup>st</sup> of each month. Failure to pay your account balance by the 5<sup>th</sup> of the month will result in a \$10 late fee. Failure to pay your bill by the 10<sup>th</sup> of the month will result in loss of care and accounts will be sent to collections.

#### YMCA OF THE PALOUSE

105 NE Spring Street | Pullman, WA 99163  
P 509 332 3524 | [www.palouseymca.org](http://www.palouseymca.org)

February 17, 2017





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### LATE PICK UP FEES

A fee of \$10 per child is due for every 5 minutes your child is picked up after 5:30 PM, without prorating.

### NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$30 fee.

### PAYMENT METHODS

- Mail or drop off payment to the Y office:
  - Address: 105 NE Spring Street, Pullman, WA 99163
  - Our office hours are Monday-Friday, 9:00 AM - 5:00 PM. If our office is closed, please put your payment through the door slot.
- Pay by credit card at the Y office or over the phone. We accept Visa, MasterCard, Amex, and Discover.
- Pay online at [www.palouseymca.org](http://www.palouseymca.org).
  - Click on the appropriate program, and at the top of each program page, click on the "Make a Payment" button.
  - Please note that your payment confirmation email will mark your payment as a donation.

### RECEIPT REQUESTS AND TAX CREDITS

A print out of year to date payments may be available to you upon request. Please allow 10 business days to process any payment information requests.

### FINANCIAL ASSISTANCE AND STATE FUNDING

The YMCA of the Palouse makes every effort to ensure that no youth will be denied access to programs because of financial circumstances. The Y provides Financial Assistance on a case-by-case basis each semester and also accepts DSHS subsidies. Information on YMCA of the Palouse Financial Assistance can be found at [www.palouseymca.org/programs/financial-assistance.html](http://www.palouseymca.org/programs/financial-assistance.html). For additional information on DSHS assistance, visit [www.dshs.wa.gov](http://www.dshs.wa.gov) or call the local office at (800) 557-9671.