

Be Me: After School Program at the YM & YWHA of Washington Heights and Inwood Financial Terms and Conditions of Registration 2016-17

Program Year: The after school program begins on September 13, 2016 and ends on June 23, 2017. The year is divided into two semesters. The first semester begins on September 13, 2016 and ends on January 27, 2017. The second semester begins on January 30, 2017 and ends on June 23, 2017. These dates exclude the days that the Y is closed for holidays. Please see the separate document, “Be Me 2016-2017 Important Dates,” which is available on the Be Me Homepage (<http://www.ywashhts.org/youth/children-k-8/after-school-program>), for a complete list of closures.

Membership: A Family Membership entitles members to discounted pricing for Y programming, including Be Me: After School Program, Y Nursery School, nursery & youth enrichment classes, Footpaths Nursery Camp, Camp Twelve Trails, adult arts & culture classes, and adult fitness classes. Membership also entitles one guardian to full access to the Y’s newly renovated Fitness Center. Registrants will have the option to sign up for a Family Membership when the full after school registration form becomes available. Membership costs:

One child in program: \$350

Two children in Y programs: \$400

+ Add Fitness Membership for one additional guardian: \$50

Membership is not required for Be Me registrants.

Deposit: A \$300 non-refundable deposit is required to secure a child’s spot in Be Me. The \$300 will be deducted from the start-of-program balance.

Early Bird Discount: The early bird discount amount will be based on the number of days selected at the time of original registration and will be deducted from the registrant’s start-of-program balance. Registrants who receive financial aid may not also receive an early bird discount.

Tuition and Transportation: Tuition is calculated based on the number of days per week a student¹ is enrolled at the Y. Transportation is calculated based on the number of days per week the child will be transported by the Y, and whether or not one-way or round-trip transportation is required on those days. Enrolling in Late Care service requires an additional fee for the year, and varies by the number of days for which Late Care is needed.

Activity Fees: The majority of afterschool activities are available to students at no additional charge. Certain specialized after school activities, however, including swimming at the Riverdale Y, tap dance, and gymnastics, among others, require an additional fee in order to participate. The fees for these activities are published on a per-semester basis (unlike tuition, transportation, and late care fees - which are presented as a yearly fee). For example, the fee

¹“Student” and “child” are used interchangeably throughout this document.

for 5-day tuition for a member of the Y is \$2,800. This is the cost for an entire year of 5-day attendance, and it is presented as such. The cost of Hip-Hop (hypothetically) is \$250 for the semester, and it is presented as such. The next semester, Hip-Hop may cost an amount different from \$250 or may not be offered at all.

There is no trial period for activities. No refunds will be given for activity fees, for any reason.

Payments: Fees for tuition, transportation and late care, less applicable discounts, will be paid in eight installments of 12.5% each, plus a deposit, plus activity fees (if applicable). Activity fees for each semester will be spread out across four payments of 25% each. See “Payment” section below for schedule of payments.

Online Registration: All registrants are required to enroll students in the after school program through Be Me’s online registration form, which is available at Be Me’s Homepage (<http://www.ywashhts.org/youth/children-k-8/after-school-program>).

How Payment works with the Online Registration: At the time of registration, registrants will pay either a \$5² minimum payment or a \$300 non-refundable deposit (plus a fee for membership, if the registrant opts to become a member). Those who have already paid the \$300 non-refundable deposit should select the \$5 minimum payment option on the online registration form³. Those who have not yet paid the deposit should select the \$300 non-refundable deposit option. Before submitting the completed online registration form, registrants will be asked to provide a credit card or debit card. At the time of registration, this credit card or debit card will be charged either \$5 or \$300 (plus membership if applicable)⁴. Your payment information will be saved at the time of registration, and will be used for the remainder of the program year to process payments for the after school program, according to the payment schedule detailed in the following section.

The amount generated by the online registration form is not your final balance. Rather, it is a sum of your deposit or \$5 minimum payment and membership, if you chose to become a member. The online form will not show you your balance. Rather, the online registration form is a mechanism that allows Be Me to collect your enrollment information, as well as your deposit and membership payment.

² The \$5 fee is an arbitrary amount that allows our registration software to process your registration because there must be a payment associated with each registration. This \$5 fee is deducted from your next payment.

³ Registrants who have already paid the \$300 deposit prior to registering online, and mistakenly pay an additional \$300 using the registration form, will not be refunded the \$300. Rather the \$300 will be deducted from the registrant’s after school balance.

⁴ If a registrant who has not yet paid the \$300 non-refundable deposit at the time of registration incorrectly chooses the \$5 minimum payment option, the remaining \$295 will be applied to the credit or debit card provided at the time of registration.

Payment: Payment of the \$300 deposit is due at the time of registration. The payment installments will then continue on the first Friday of each month, from September through April:

Payment date	% tuition, transpo, and late care to pay	% activities fees to pay
9/2/16	12.5% LESS the sum of the deposit, \$5 minimum payment (if applicable), and applicable discounts	25% of Semester One's activities
10/7/16	12.5%	25% of Semester One's activities
11/4/16	12.5%	25% of Semester One's activities
12/2/16	12.5%	25% of Semester One's activities
1/6/17	12.5%	25% of Semester Two's activities
2/3/17	12.5%	25% of Semester Two's activities
3/3/17	12.5%	25% of Semester Two's activities
4/7/17	12.5%	25% of Semester Two's activities

By enrolling in Be Me, registrants give the YM/YWHA permission to charge the credit card or debit card provided at the time of registration for the appropriate fees, on the above dates. It is the responsibility of the registrant to familiarize him/herself with the fees associated with Be Me's services prior to enrolling. All fees are available at the Be Me Homepage (<http://www.ywashhts.org/youth/children-k-8/after-school-program>), as well as the end of this document.

A credit card or debit card is required to be kept on file in order to register for Be Me.

Absences due to illness or other personal reasons shall not be made up or merit financial reimbursement or credits towards any other program or family member, and the Y shall have no liability if it is closed because of emergency repairs to the building, labor disputes, heavy snow storms or other similar or special circumstances.

Changing a Student's After School Schedule: During the program year, there is one time window in which parents/guardians may change their child's days of attendance, transportation schedule, late care needs, and/or activity choices, without paying an additional \$100 administrative fee.: **December 3 - December 15. The changes made during this window would take effect on the first day of Semester Two (January 30, 2017).**

If a parent/guardian takes no action during the period of time above, we will assume the parent/guardian wishes to not alter their Semester One schedule.

If a parent/guardian wishes to make a change to a child's schedule *outside of the schedule selection periods dictated above*, s/he must first send the request, in writing, to BeMe@YWashHts.org. Parent/guardians will be notified, via email, regarding the status of the request. If the request is approved, the parent/guardian must pay a \$100 administrative fee, in addition to any difference in the cost between previous services and the new services, in order to finalize the schedule change.

Emergency Care, Emergency Busing, Emergency Late Care: In order for a child to attend Be Me on a day for which s/he is not enrolled, the parent/guardian of the child must email a request to BeMe@YWashHts.org prior to 1pm on the day for which Emergency Care is desired (and preferably the day before). Requests will be fulfilled as busing and classroom capacities allow. The parent/guardian will be notified, via email, about whether or not the request will be fulfilled. Requests sent in after the aforementioned deadline are not guaranteed to receive a response. A \$35 charge per child per Emergency Care day is required prior to services being rendered.

If a parent/guardian wishes to substitute one day of attendance for a different day in which a child is not enrolled, s/he must follow the same request procedure detailed above. While no fee will be charged for substituting an enrolled day for a non-enrolled day in any given week, we ask that parents/guardians keep these requests to a minimum.

If a parent/guardian requires busing home on a day for which a child is not enrolled in busing home, the request procedure detailed above must also be followed. A \$12 charge per child per Emergency Busing trip is required prior to services being rendered. This fee only applies to bus trips home, and not bus trips from school to the Y.

Similarly, if a parent/guardian requires Late Care (meaning the parent/guardian needs to pickup the child between 5:45 and 6:15) on a day for which the child is not enrolled in Late Care, the request procedure detailed in the first paragraph of this section must be followed. A \$10 charge per child per Emergency Late Care day is required prior to services being rendered.

A \$15 late fee will be added to any payment for Emergency Care, Emergency Busing, or Emergency Late Care that is not made prior to services being rendered.

Refunds: All payments are final. Refunds or transfers will not be given, for any reason.

Financial Assistance: Limited financial assistance is available for qualifying families. To apply for financial assistance, go to <http://www.ywashhts.org/youth/children-k-8/after-school-program> and download the application at the bottom of the page. Applications for financial assistance will only be considered after the applicant has submitted a completed registration form for the after school program, a \$300 deposit, and a complete financial assistance application. The

deadline to submit an application is **August 15, 2017**. Registrants who receive financial aid may not also receive an early bird discount.

Late Payments: When a parent/guardian fails to pay by the aforementioned deadlines, the Y will add a \$25 late fee to family's account for every week during which payment is not made, beginning the day that immediately follows the payment deadline. For example, if a payment was due February 3, and no payment was made by end-of-business on February 3 (a Friday), a \$25 late fee would be added to the balance in question on February 10. If the Y still had not received payment by end-of-business February 17, the late fee would increase to \$50, and so on.

Registrants are advised to ensure that their credit or debit card on file with the Y remains updated, so as to avoid the aforementioned late fees.

Limited Capacity: The after school program's buses and activities have limited capacities. We fill buses and activities on a "first come, first served" basis. When limited spaces are available on a particular bus, we give multi-day registrants preference over single-day registrants.

Late Pickups at the End of the After School Day: After school pickup is at 5:30 PM, Monday through Friday (exact location within the Y is TBA). Late Care pickup is at 6:15pm, Monday through Thursday (there is no Late Care on Fridays, exact location within the Y is TBA). An authorized adult must pick up students at the aforementioned times. We provide a ten-minute grace period, after which the parent/guardian's account will be charged \$5 for every five minutes an authorized adult is late to pick up the child. This late fee will be added to the balance to be paid at the next payment date. If this occurs after the final payment of the year has been made, then the payment of the Late Pickup Fee must be made at our front desk, immediately upon pickup of the child. Failure to settle balances at the Y could result in denial of future services.

The Y cannot commit to provide care for a child after 7:15 PM. If a child remains in the care of the Be Me: Afterschool program after 7:15 PM, the Y reserves the right to notify the appropriate authorities.

Behaviors that Pose a Danger to Children and/or Staff: The Y reserves the right to remove any child, without providing a refund to the child's family, from the after school program, whose behaviors exhibit a physical and/or emotional danger to other children and/or staff members.

PS 178 and PS 152 Transportation Discount: Be Me families with children enrolled in PS 178 or PS 152 AND whose children are escorted to the Y by the Y's after school staff members, will receive a 20% discount on transportation because this transport is done by foot, and not with a

bus⁵. Additional staff are provided on walks to ensure safety. This discount will be based on the amount due for transportation at start-of-program and will be deducted from the registrant's start-of-program balance.

Sibling Discount: Available July 1, 2016 for families with two or more participants enrolled. A 5% discount will be applied to the participant with the lower fee. In the case of more than one sibling, the 5% discount applies to all additional participants after the first participant.

A sibling discount will be issued when guardians contract services for more than 1 child at the Y. Each sibling must be registered for concurrent programs in the same year:

Example:

- 2 children enrolled in Nursery School 2016-17
- 2 children enrolled in Be Me After School 2016-17
- 1 child enrolled in Nursery School 2016-17 and 1 child enrolled in Be Me After School 2016-17
- 1 child enrolled in Nursery Camp Summer 2016 and 1 child enrolled in Day Camp Summer 2016
- 2 children enrolled in Day Camp Summer 2016
- 2 children enrolled in Nursery Camp Summer 2016

Discounts are applied to the following charges:

- Nursery School Tuition (including Early Care/ Lunch Care, Late Care and Extended Care) and Nursery School Transportation
- Be Me After School Tuition and Be Me After School Transportation
- Day Camp Tuition (including Early Care/Late Care)
- Nursery Camp Tuition (including Early Care/ Lunch Care, Late Care and Extended Care) and Nursery Camp Transportation

Discounts are not applicable to the following:

- Nursery School Electives
- Be Me Electives
- Birthday Parties
- Sunday Funday
- Fitness Membership(s)
- Toddler Programs (i.e. Cooking with love, Ukulele Shabbat)
- Holiday Camp, School Half Days and Day Off Programs

⁵ Transportation discount does not apply to PS 178 or PS 152 students who are given permission to walk independently from school to the Y or for whatever other reason are not escorted by Y staff from school to the Y.

For programs where there are early bird rates, sibling discounts still apply and are calculated based on those fees.

For those who apply for financial assistance, sibling discounts do not apply. If financial assistance is not awarded or is awarded at a level where families are not paying less than they would with the sibling discount, the sibling discount will be applied at that point instead of financial assistance.

Unfortunately, there is no automated way that ensures the Y's registration staff is aware of a registrant's eligibility for a sibling discount. As a consequence, If a Be Me registrant believes he/she qualifies for a sibling discount, the registrant must notify the after school program by emailing BeMe@Ywashhts.org immediately after registering for the after school program, in order to ensure the eligibility is brought to the attention of the registrar.

This discount will be deducted from the start-of-program balance.

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**Be Me: After School Program at the YM/YWHA of Washington Heights and Inwood
2016-17 Program Fees**

Yearly Tuition:

Paid in eight monthly installments, from September through April.

Number of Days per Week	2016-17 Tuition: Members	2016-17 Tuition: Public
5 days	\$2,800	\$3,050
4 days	\$2,550	\$2,750
3 days	\$2,150	\$2,350
2 days	\$1,725	\$1,875
1 day	\$1,150	\$1,250

Yearly ROUND-TRIP Transportation:

Paid in eight monthly installments, from September through April.

Number of Days per Week of Round-Trip Transportation	2016-17 Fee
4.5 days*	\$750
4 days	\$725
3 days	\$675
2 days	\$600
1 day	\$425

**Busing home is not available on Fridays. This rate is calculated for registrants who sign up for 4 days of round-trip transportation as well as one-way transportation on Fridays.*

Yearly ONE-WAY Transportation:

Paid in eight monthly installments, from September through April.

Number of Days per Week of One Way Transportation	2016-17 Fee
5 days	\$525
4 days	\$500
3 days	\$475
2 days	\$425
1 day	\$325

Yearly Late Care Tuition:

Paid in eight monthly installments, from September through April.

Late Care is not available on Fridays.

There is no bussing home after Late Care. All students must be picked up from Y.

Number of Days per Week of Late Care	2016-17 Fee
4 days	\$500
3 days	\$475
2 days	\$425
1 day	\$325

SEMESTER ONE’s Activity Fees:

All fees are roughly based on the number of class sessions.

Activities NOT included on this table do not require an additional fee.

Semester Two’s schedule of activities will become available in November, 2016.

Activity	Day	Grades	# of Class Sessions during Semester 1	2016-17 Semester 1 Fee**
Instructional Swim	Mondays*	Kindergarten-2nd	12	\$300
Instructional Swim	Tuesdays*	3rd-6th	14	\$350
Instructional Swim	Wednesdays	Kindergarten-2nd	18	\$450
Recreational Swim	Thursdays	All	18	\$270
Gymnastics	Thursdays	Kindergarten-2nd	14	\$280
Gymnastics	Mondays	3rd-6th	18	\$360
Tappin’ in the Heights	Tuesdays	Kindergarten-2nd	16	\$320
Tappin’ in the Heights	Thursdays	3rd-6th	18	\$360
CAD and 3D Printing	Wednesdays	3rd-6th	18	\$450

**Please note that the Riverdale Y’s pool’s holiday closure schedule differs from that of the Y of Washington Heights. This particularly affects Mondays and Tuesdays during the first semester of the school year. Be Me will provide alternate activities for students enrolled in swim on days in which Riverdale Y is closed and Y of Washington Heights is open.*

***Fees are paid in four 25% installments over the course of the semester.*