Fall Tuition Policy and Contract

This tuition and contract, established by the B.A.S.E. Camp Board of Directors, shall be signed by the enrolling parent(s)/guardian/responsible party for child(ren) attending B.A.S.E. Camp. A signed copy will be kept on file for each year of enrollment with a copy given to the parent(s)/guardian/responsible party enrolling the child(ren). This signed contract shall indicate the assignment of responsibility for payment of all childcare incurred for the contracted child(ren).

By signing below, the parent(s)/guardian/responsibility party and B.A.S.E. Camp agree to the following:

- **Payment of tuition** will be according to written policy as stated on the B.A.S.E. Camp Fee schedule and as described below. Tuition is due as childcare services are provided. Paying weekly, bi-weekly, or monthly are all acceptable, with the understanding that no more than $30.00 will roll over from one month to another. The annual registration fees and enrollment forms must be completed prior to attendance. The annual registration fee is non-refundable.

- **Monthly statements** that reflect child(ren's) care used, all payments and credits, are prepared at the end of each attendance month. Statements are mailed to the enrolling parent(s)/guardian/responsible party. These are not "Bills" but a record of attendance and payments. (Care is to be paid for as used)

- ***All accounts*** *carrying a balance of over $30.00 at the end of the month will be assessed a $10.00 carrying charge.* ***_____(Int)***

- Parent(s)/guardian/responsible party using Colorado Child Care Assistance Program contacts must keep their family fee payments current. Families with delinquent CCAP parent fees will be reported to Larimer County Department of Human Services as being delinquent and face termination of contract. *Any care provided beyond the CCAP contract shall be the responsibility of the signer on this contract.* ***_____(Int)***

- **Sliding fees** are available to those who qualify. Application for reduced fees is to be made at the time of enrolment. **Three months proof of income is needed** to complete the application. Full fee rates will be assessed until CCAP verification and/or sliding fee applications are complete.

- ***Families*** *will only be charged for attendance days actually used during the regular before and after school year program. Summer, Winter/Spring Break, and school out days(SOD) days will be contracted, and paid for regardless of attendance once the cancellation date has passed.* ***____(Int)***

- ***Parent****s must have accounts at $30.00 or under to register for school out days (SOD).* ***_____ (Int)***

- **Payment** is expected as outlined above. Families who are experiencing difficulty paying their bill should contact the central office (266-1734) to speak with the Account Manager to set up a payment arrangement. It is the responsibility of the Family to initiate these discussions.

- **Accounts in arrears** past 60 days will receive a mailed/phone notice with the expectation that contact will be made with the Central Office within 7 days to make payment arrangements. If a payment arrangement has not been made, and the account is still past due 60 days, the family will receive a mailed/phone notice that determines payment needed and a timeline for termination of childcare services payment not be received.

- ***When accounts are past due*** *60 days, B.A.S.E. Camp reserves the right to terminate care and/or use Colorado Small Claims Court to collect past due money.* ***_____(Int)***
- **Checks are made payable to B.A.S.E. Camp**. Any costs assessed to B.A.S.E. Camp for checks drawn on insufficient funds shall be the responsibility of the check writer. Any cost incurred to collect past due childcare shall be the responsibility of the parent/guardian/responsible party signed below. ***_____(Int)***

Parent/Guardian or_____
Responsible Party Print Name Signature Date

Parent/Guardian or_____
Responsible Party Print Name Signature Date