



Greater Burlington YMCA Child Care Financial Policies & Payment Options

Who to Contact about Billing Questions:

Alicia O'Gorman
Business Office Supervisor
aogorman@gbymca.org
862-8993 x142

GBYMCA
Business Office
802-862-9622

NEW PAYMENT PROCESS:

Payment must be made by credit card or bank draft from a checking or savings account. You can choose to have your payment processed every Friday for the following week or on the 1st business day of the month for the entire month's tuition.

You must complete and submit the Child Care EFT Authorization Form to the YMCA Business Office at least two weeks before the first day of the program. The YMCA Business Office is located at 266 College Street, Burlington, VT 05401.

Please note that we will not accept payment by phone or by check or cash unless pre-authorized due to special circumstances.

Tuition for School Closings and Absences:

Your tuition starts the first partial or full week of school and continues through the last scheduled week of school. Your weekly tuition amount remains constant during weeks when school is scheduled to be in session. There are no refunds or pro-rations for absences, partial weeks (e.g. the first week of school), full-day closings or emergency closings (e.g. snow days). The Y School Age programs make up snow days at the end of the year. You will not be charged for these make-up days. Tuition is not due during the scheduled vacation weeks that typically fall in December, February, and April unless you enroll your child in a vacation camp.

Withdrawals:

If you choose to withdraw from a program, you are required to give the YMCA a two week advance notice for Y School Age and three week notice for all other childcare programs. Tuition paid beyond the two-week or three week period will be refunded. Registration fees are non-refundable. After May 31, 2011 no tuition will be refunded.

Child Care Subsidy

Families receiving financial assistance from the State of Vermont's Child Care Subsidy Program are responsible for confirming that the YMCA has received a valid subsidy certificate and for paying their co-pay to the YMCA and any remaining balance if subsidy eligibility is terminated. All of the payment due dates and payment options described above apply to families receiving financial assistance.

Failure to Make Payment:

If your account should fall into arrears, you will receive one reminder from the YMCA. If after receiving this notice, the account is not paid in full or communication is not made with the Business Office Supervisor, the YMCA reserves the right to cancel your enrollment in the program. The child's enrollment in any other YMCA program (e.g. vacation camp, summer programs, etc.) will not be permitted until the account is paid in full. It is the sincere wish of the YMCA that none of the above steps will need to be taken. We appreciate you keeping your account up to date.

Tax Information:

At your request, a statement will be sent showing childcare payments made to the YMCA during the previous calendar year. Per IRS requirements, your requested statements will be mailed no later than January 31st. For your tax filing information, our provider number is 03-0185810.

Flexible Spending Accounts:

At your request, we will provide a receipt with the information you need to submit a reimbursement to a flexible spending plan for dependent care expenses. We are not able to complete forms for you or submit forms on your behalf. You can request a receipt by stopping by the Business Office, calling us at 862-9622, or mailing us a self-addressed stamped envelope to YMCA, Business Office, 266 College St, Burlington, VT 05401.

Financial Assistance:

In keeping with the YMCA's commitment to serve families regardless of their ability to pay, full and partial scholarships may be available to those who qualify for tuition assistance. We welcome you to contact our VP of Child & Youth Services, Marsha Faryniarz at 862-8993 x 140 about eligibility requirements. A determination of your child's eligibility for tuition assistance will be made prior to the start of the program, if all information is prior to program starting.

For more information about the Greater Burlington YMCA child care programs, please refer to our website, www.gbymca.org.

