



## Greater Burlington YMCA Child Care Financial Policies & Procedures

### **Who to Contact about Billing Questions:**

Alicia O'Gorman  
Accounts Receivable Manager  
aogorman@gbymca.org  
864-8993 x142

GBYMCA  
Business Office  
802-862-9622

### **Billing Process:**

Tuition for the entire month will be posted to your account during the first business week of the month and a statement mailed if you have a balance. If you do not choose an auto-pay option (see below), your tuition is due every Friday for the following week.

### **Tuition for School Closings and Absences:**

Tuition for Live Y'ers is based on 39 weeks of full or partial programming. 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 Live Y'ers 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 two weeks advance notice. Tuition paid beyond the two-week period will be refunded. Registration fees are non-refundable. After June 1, no tuition will be refunded.

### **Payment Options:**

EZ-EFT:

The Greater Burlington YMCA has a service called EZ-EFT that makes it easy for you to pay your child care fee – at absolutely no cost to you. By enrolling in EZ-EFT, you simply pre-authorize your payments to be made automatically and electronically on the due date from your checking or savings account.

**Convenience:**

EZ-EFT reduces the time and hassle of paying bills. Automatic payment means never having to remember to write, drop off, or mail a check again.

Credit Card Payments: Tuition for the month will be processed on the first business day of the month.

Checking and Savings Account: Tuition payment will be divided into two payments occurring on the first and 15<sup>th</sup> day of the month (or the nearest business day).

**Refer to the enclosed brochure and EZ-EFT Authorization Form for more information.**

**Check/Credit Card/Debit Card:**

If you choose not to enroll in EZ-EFT, your tuition is due every Friday for the following week. You will be sent a monthly statement of your account, and you are responsible for making weekly payments by:

1. Paying in person or sending a check to:

**YMCA Business Office  
266 College St  
Burlington, VT 05401**

Payments should be made payable to the Greater Burlington YMCA.

**Please include your child's name and program site on your check.**

2. Calling the Business Office at 862-9622 to pay by Visa, MasterCard or American Express.

## **Child Care Subsidy**

Families receiving financial assistance from the State of Vermont's Child Care Subsidy Program are responsible 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 a reminder from the YMCA. If after receiving this notice, the account is not paid in full or communication is not made with the Accounts Receivable office, the YMCA reserves the right to ask you to sign up for the EZ EFT payment option or 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 your conscientiousness in keeping your account up to date.

## **Tax Information:**

Each January, a statement will be sent to each family/account that made child care payments to the YMCA during the previous calendar year. Per IRS requirements, the statements will be mailed no later than January 31<sup>st</sup>. Please do not call to request an earlier copy. For your tax filing information, our provider number is 030185810.

## **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:**

The YMCA Board and Staff are committed to meeting the varied needs of a diverse population. In keeping with this mission, we welcome those who cannot afford our services, and who do not qualify for state subsidy, to apply for financial assistance. Information is available at the YMCA main office.

For more information about the Greater Burlington YMCA child care programs, please refer to the Parent Handbook found at [www.gbymca.org](http://www.gbymca.org).