

OUT-OF-SCHOOL TIME PROGRAMS

2021-22 licensed early childhood programs payment schedule

| Monthly Sessions | Preschool/PreK | | Payment Due | Program Closure Dates <i>CH= City Observed Holiday & Rec Center Maintenance Weeks</i> |
|----------------------------|----------------|-------------|--|--|
| | Full Fee | Reduced Fee | | |
| #1: September 7 – 30, 2021 | \$682 | \$341 | August 15 th Extended: 9/15 | CH: 9/6 |
| #2: October 1 – 29, 2021 | \$682 | \$341 | September 15 th | PRINCESS ANNE REC MAINTENANCE WEEK: 10/11-10/17 WILLIAMS FARM REC MAINTENANCE WEEK: 10/25-10/31 |
| #3: November 1 – 30, 2021 | \$682 | \$341 | October 15 th | CH: 11/11, 11/25, 11/26 |
| #4: December 1 – 30, 2021 | \$682 | \$341 | November 15 th | CH: 12/24, 12/27, 12/31 |
| #5: January 3 – 31, 2022 | \$682 | \$341 | December 15 th | CH: 1/17 |
| #6: February 1 – 28, 2022 | \$682 | \$341 | January 15 th | KEMPSVILLE REC MAINTENANCE WEEK: 2/21-2/27 |
| #7: March 1 – 31, 2022 | \$682 | \$341 | February 15 th | BOW CREEK REC MAINTENANCE WEEK: 3/21-3/27 |
| #8: April 1 – 29, 2022 | \$682 | \$341 | March 15 th | |
| #9: May 2 – 31, 2022 | \$682 | \$341 | April 15 th | CH: 5/30 |
| #10: June 1 – 30, 2022 | \$682 | \$341 | May 15 th | CH: 6/20 |
| #11: July 1 – 29, 2022 | \$682 | \$341 | June 15 th | CH: 7/4 |
| #12: August 1 – 31, 2022 | \$682 | \$341 | July 15 th | |

In order to qualify for a reduced fee, participants must have a current Fee Waiver. Fee Waivers expire annually and require renewal. Visit any Virginia Beach Recreation Center for more information.

PAYMENT OPTIONS

- AutoPay:** establish by completing the AutoPay form at VBgov.com/childcare and submitting to any Virginia Beach Recreation Center.
- Online Payments:** log-in with the email address provided on your summer registration form at: <https://apm.activecommunities.com/vbparksrec>
- In-Person Payments:** cash, checks (payable to City Treasurer), money orders and major credit cards at any Virginia Beach Recreation Center.

PAYMENTS AND CANCELLATIONS

The monthly payments are calculated based on the total number of days we provide service, divided into 12 monthly payments. Inclement weather, Maintenance Week and Holiday closure dates indicated above are built in. Fees are not prorated.

- A \$65 non-refundable, non-transferrable registration fee per child is due at registration. The sessions are due by the dates indicated above.
- If your session payment is not received by the dates above, **your child will be withdrawn and unable to attend that session**. Should this occur, you cannot pay online for that session. You can call Registration Management to re-enroll and pay the session fee plus a \$25 reinstatement fee to attend.
- If three consecutive payments are missed, your child will be withdrawn from the program. Should this occur and the program is full, you may place your child on the waiting list.

Requests for cancellations and refunds must be submitted in writing by a parent/legal guardian at least 7 days prior to the start of a session to be eligible for a refund. Administrative and Registration Fees are non-refundable and non-transferrable. Approved refunds will be processed back to the original payer and method used to pay.

- Cash refunds are subject to availability of funds at any recreation center
- Check refunds can take up to 30 days to be received
- Credit Card refunds should post within 2-3 business days of being processed