

SPRINGFIELD CITY SCHOOL DISTRICT SACC TUITION POLICIES, DISCOUNTS & OTHER PROGRAM COSTS

SCHOOL YEAR TUITION RATES

- SCSD SACC tuition rates are **not pro-rated** based on the number of program days in the week. Some weeks contain more program days than others, but the weekly tuition amount remains the same. **There is no tuition adjustment due to holidays, emergency closures, vacations or child absence. Tuition is paid weekly.** Tuition payments are non-refundable and not transferable unless approved by the SACC office.

	SCHEDULE	HOURS	TUITION	SIBLING RATE
FULL TIME (rate charged regardless of number of days attended)	Full Time: AM only	6:30 – 8:00 am	\$35.00 / week	\$25.00 / week
	Full Time: PM only	3:00 – 6:00 pm	\$50.00 / week	\$40.00 / week
	Full Time: AM & PM	6:30 - 8:00 am & 3:00 – 6:00pm	\$75.00 / week	\$65.00 / week
PART TIME (1 - 3 days per week)	Part Time: AM only	6:30 – 8:00 am	\$25.00 / week	N/A
	Part Time: PM only	3:00 – 6:00 pm	\$35.00 / week	N/A
	Part Time: AM & PM	6:30 - 8:00 am & 3:00 – 6:00pm	\$45.00 / week	N/A

FEES DUE AT REGISTRATIONS (school year registrations do not include Day Camps)

- A non-refundable **\$25.00 registration fee** for one child, per school year.
- A non-refundable **\$40.00 registration fee** for two or more children, per school year.

DISCOUNTS

- Sibling Discount** - additional children enrolled under the same Primary Account Holder for Full Time services are eligible for a **sibling discount**, refer to the tuition rates for the discount. The discount applies to the lowest tuition rate or the younger children if enrollment is the same.
- Springfield City School District Employees** are eligible for a tuition discount. Please contact the SACC office at (937) 505-2818 for rates, sibling discounts cannot be combined with the SCSD employee discounted tuition.

STATE CHILD CARE FINANCIAL ASSISTANCE

- Springfield City School District SACC accepts Publicly Funded Child Care (PFCC) for families that qualify. Parents may be required to contribute a co-pay towards the subsidized child care services that is paid directly to Springfield City School District SACC. Please see the section on Publicly Funded Child Care in the Parent Student handbook for details on PFCC requirements.

PAYMENT DUE DATES

- Tuition payments are paid weekly and are **due on Monday for the week of service.**
- Late payment of tuition will result in an account being marked “delinquent” in the SACC online Parent Portal. **If the account is not made current within 7 days, the account will be “suspended” and the student will not be able to return to SACC until the outstanding balance is paid in full.** Primary Account Holders of delinquent and suspended accounts will receive a statement via their registered email address. The statement will detail charges and credits to the account and will identify the amount that must be paid in order for the student to return. A student’s return to the program after termination due to unpaid tuition is dependent upon space availability at the program site and is not guaranteed.

OTHER FEES

Fee	Description	Rate
Late Pick up Fee	The SACC program is licensed to operate until 6:00pm. Parents/guardians who pick up their children after 6:00pm will receive a late pick up fee. Recurrent late pick-ups may result in increased fees, suspension or termination of services.	\$5 per family for every 5 minutes or any part of 5 minutes that the parent/guardian/designee is late picking up the children.
Child Tracking Fee	Parents/Guardians are responsible for notifying their SACC Program, in addition to the school, in the event that a child will be absent. If a child does not arrive to SACC when expected, staff must attempt to contact parents/guardians/ emergency contacts and school personnel in an effort to ensure the child’s safety. A fee is assessed for each incident that a SACC staff member needs to track a child’s location. Recurrent tracking may result in increased fees, suspension or termination of services.	\$5 per incident

TUITION POLICIES

- Tuition must be paid weekly and is due **on Monday for the week of service.**
- Payment must be current for children to continue attending the program. **If the tuition account balance becomes more than 7 days past due, the child(ren) will not be admitted back into the program until the balance is paid in full or a reasonable payment agreement has been made and maintained.** Payment arrangements may be available, but not guaranteed, by calling the SACC office at (937) 505-2818.
- Parents with separate custody or payment arrangements are encouraged to set up “split accounts” for tuition payment by calling the SACC office at (937) 505-2818.
- Families that owe back tuition will not be readmitted until the past due amount has been paid in full.
- ***All readmission to the program is dependent on the availability of program space.***

PAYMENT METHODS

The only accepted payment methods are credit cards and money order. Money orders are to be made out to 'Springfield City Schools SACC Program'. We will not accept cash or checks. You will receive a receipt for all fees paid at the time of payment. Please do not leave without having your receipt in hand. A statement of fees paid for the previous calendar year can be prepared at request through the SACC Administrative office.

1. **EZCare Parent Portal:** An easy and secure way to make a tuition payment, families may log into their SACC Parent Portal <https://www.ezcaresoftware.com/parent-portal> and click the Ledger tab. Under Ledger Transactions click "Pay Now" to make an online payment using a credit or debit card. A service fee is charged per transaction for this payment option.
2. **Money Order:** Money Orders may be dropped off at your child's SACC site during program hours, or at the SACC office at The Dome between the hours of 8:00am and 4:00pm.

TUITION STATEMENTS, RECEIPTS, AND TAX STATEMENTS

Account statements, receipts, and flex spending account documentation are available any time by logging into the Parent Portal at <https://www.ezcaresoftware.com/parent-portal>.

Tax Statements will be published to the SACC Parent Portal no later than the last business day of January.

PUBLICLY FUNDED CHILD CARE (PFCC)

Financial assistance for child care may be available through the Ohio Department of Job and Family Services (ODJFS), through your county ODJFS, for those who qualify. Parents/guardians who wish to use PFCC for child care must do the following to participate in the program:

- Apply through Clark County Department of Job and Family Services for child care assistance (PFCC).
- Complete SCSD SACC Registration at <https://www.scsdoh.org/Page/2038>
- Receive authorization for PFCC from the County ODJFS.
- Pay first week's co-payment as determined by ODJFS, if applicable.
- Families who wish to enroll prior to receipt of ODJFS authorization may do so at standard SCSD SACC tuition rates and fees. **We will not accept backdated approvals for payment of services.** Once an authorization is confirmed by the SACC office from ODJFS, parents can begin using their benefits and will be required to use the TAP system.

Weekly co-payments follow the same payment schedule as tuition payments. A child may only attend the program for the number of hours approved by ODJFS.

CO-PAY POLICY AND PROGRAM FEES

- Sponsors are responsible for making weekly co-pays in compliance with the payment policies of ODJFS (Ohio Department of Job and Family Services) and as outlined in the SACC Parent Handbook.
- Sponsor co-pays are determined by ODJFS. Any questions regarding the co-pay amounts should be directed to the county ODJFS office.
- **If a child receiving PFCC is not in attendance during the program week, a fee in the amount equal to the assigned co-pay, or \$25 if a \$0 co-pay is assigned, will be assessed in order to hold the child's spot in our program.**
- Sponsors are responsible for all other fees, such as registration fees, late pick-up and tracking fees, as identified in this handbook.

PUBLICLY FUNDED CHILD CARE (cont.)

The State of Ohio utilizes an entirely electronic method of tracking child care attendance for PFCC, called the TAP (Time, Attendance and Payment) system. As your chosen Provider, Springfield City School District SACC requires that you, the "Sponsor", follow the program policies as described below.

TAP ACCOUNTS

- "Sponsors" are parents/guardians and any authorized contact person on a child's account.
- Sponsors are responsible for submitting an application and all required supporting documents to the Clark County Department of Job and Family Services office. The County then has up to 30 days to process the application and issue an authorization or a denial.
- If a Sponsor wishes to enroll their student prior to receiving authorization from the County, they may do so at standard SCSD SACC tuition rates and fees.
- Sponsors are responsible for ensuring that they allow enough time on their student's first day to work with the Site to set up their account and PIN. SACC staff (providers) are not permitted to store, hold, use or otherwise take responsibility for a sponsor's PIN.
- Each Sponsor on a child's account will have to set up their own account and PIN in order to sign the child in and out of the program.
- Students are not permitted to use the TAP system.
- For more information please visit <https://ohiocctap.info/caretakers/quick-reference-cards-grcs-for-caretakers-sponsors/kindersign-grcs-for-caretakers-and-sponsors/>

TAP PROCEDURES AND POLICIES

- Sponsors are required to TAP both in and out for every day their child attends a SACC program.
- Sponsors who do not TAP their student in and out will not be permitted to leave their child at the program site until all missed TAPs are corrected.
- Sponsors are responsible for updating any TAPs that are in error or were missed by the next day of program operations, regardless of student's attendance on that day.
- Cooperation with program staff is essential and any delays or refusals in completing, updating or correcting transactions may result in termination of services.
- All Sponsors (parents, guardians, authorized persons) are responsible for ensuring that they are aware of and prepared to use the TAP System when dropping off or picking up a child.
- **In addition to signing your child in and out of the program in the TAP system, you are also required to sign a child in and out using the Time Clock application on the provided computer tablet.**
- Sponsors of children attending the Summer SACC Program must change their authorization to the summer site they plan to attend by contacting their ODJFS caseworkers. Authorization must be changed back to the school the child attends in the fall prior to school starting.

ABSENCES

- The County ODJFS Child Care Assistance program allows for up to 10 absences in a six month period (January-June and July - December). These absences count for both excused and unexcused absences.
- Unexcused absences in excess of this amount may result in additional fees, suspension or termination of services.
- Any student who has been absent for 10 consecutive days with no contact from the family will be unenrolled from the program. A parent may re-enroll the student at a later time, however, SACC cannot guarantee that space will be available in the desired program.

Failure to follow the policies listed may result in termination of child care services for publicly funded families.