PARA VERSIÓN EN ESPAÑOL OPRIMA AQUI

Application, Registration and Payment Policies 2026-2027

Monthly Tuition Payments

How Billing is Calculated

Tuition payments are based on the number of attendance days in the school year, divided by the number of months the program runs during the school year (August - May).

Payment Options and Deadlines

Monthly payments are due in the BVSD Childcare office by the 20th of the prior month (ex: September tuition is due on August 20th) and are payable with a credit/debit card, checking or savings account.

- Parents may set up auto payment through their SCW parent portal. Auto payments run on or near the 20th of every month.
- A $25 charge will be assessed for ACH/NSF that are returned. After two consecutive returned checks or credit card denials, a cash or money order will be required.
- Contact your employer or human resources department for information on using a flexible spending account for childcare.

Delinquent Accounts & Late Payment Fees

- Accounts that are unpaid may result in termination from the program and will be charged a late fee of $25 for each month the bill is unpaid.
- Payment must be received in full prior to returning to the program.
- Failure to respond to your delinquent balance, can result in removal from the program before the next billing cycle. If we have not received payment or communication your seat becomes available for another student upon review of the enrollment and management team.
- Families with accounts that are not in good standing may not be allowed to enroll their child(ren) in current or future programs until the account balance has been paid.

Refund Policy

Regular tuition and fees will be charged for all absences. This policy is in place because the cost for staff and programming remains the same when children are absent. No refunds or credits will be given for school closings, days off, sick days, weather related closures (example, snow days), COVID or other health quarantines, or family vacation days.

Fixed Enrollment Period

To ensure efficient planning and staffing, schedule choices for the School Age Care (SAC) program are fixed through December 31, 2026. We are unable to accommodate schedule

changes prior to that date. The only change allowed before December 31, 2026, will be disenrollment from the SAC program.

Schedule Choice Fixed Through The End of December

Any registered SAC schedule (full or part-time) will remain fixed. Schedule change requests can be submitted starting December 1 at 8:00 am via a link on our website. If the schedule change is approved, it will be for a January 1st start date. A **$25 schedule change fee** is associated with this request.

When considering a schedule change request, you may request to move from full-time to part-time or vice-a-versa.

The only schedule change request permitted BEFORE the schedule change window will be complete disenrollment from the SAC program.

- Schedule change requests must be submitted using the designated form on our website.
- Schedule change requests will be time stamped upon receipt.
- For staffing and state licensing purposes, we do not offer custom scheduling or rotating scheduling pricing. Exchanging days is not allowed.

Cancellation Request

If you need to cancel your child's SAC schedule, we require a **two-week notice via email** to bvsd.childcare@bvsd.org. Please include your student(s) name, the SAC site location, the schedule you wish to cancel. The effective date of the schedule change will be two weeks from the time the request was received, or later if indicated. Refunds are processed only for the period beyond the two-week notice date and are subject to the terms and conditions of the two-week cancellation policy. Parents are responsible for any unpaid fees at the time of withdrawal. If you cancel your student(s) SAC enrollment and later require SAC services, you will need to apply for the late lottery. *Please note: late lottery applicants are placed at the bottom of the waitlist.* Please note that if you plan on entering the SAC lottery for the 27-28 school year, in order for your student(s) to receive the Returning Family preference, your student(s) must be actively enrolled in SAC at the time of the 27-28 lottery. Disenrolling your student(s) **before** the lottery opens will make them **ineligible** for this preference.

Child Care Fees & Discounts

Discounts do not 'stack'; you may have a sibling discount applied or the BVSD employee discount applied, but not both.

Registration Fees

- A non-refundable registration fee and the first month's tuition are due at registration. The registration will not be confirmed until paid in full or the CCAP authorization information has been provided to the BVSD Childcare office.
- There is a non-refundable annual registration fee of $75. Additionally, a one-time, non-refundable $10 registration fee applies per sibling each year.
- If you have withdrawn or have been terminated during the school year and decide to re-enroll your child, you will be charged another registration fee.

Late Pick up & Nonattendance Notification Fees

- A late fee of $1.00 per minute will be charged for every minute the child is in attendance past the closing time of the program.
- All absences must be reported to your childcare program prior to the absence.
    - Failure to notify staff of an absence will result in a $10 non-notification fee. If we are unable to reach you within 30 minutes, it is our practice to make a non-emergency report to the local police department to inquire about your child's whereabouts.
    - **After two late pick-ups, you will be contacted by a SAC Coordinator and upon the third occurrence your child care services are no longer guaranteed.**

Discounts Available

- Sibling discounts: A monthly tuition discount of 15% is given for each additional child after the 1st full paying tuition child in any of our BVSD child care programs (School Age Care).
- Employee discounts: There is a monthly discount of 15% for each child enrolled for a current district benefit-eligible employee.
- *Discounts do not stack*, the maximum discount for any child is 15%.

Adventure Camp Registrations

Online registration will open for all school-year Adventure Camps shortly after the beginning of each school year. Space may be limited due to excursion type or transportation required.

How to Register

Current School Age Care (SAC) Families will register through their Parent Portal by clicking on the "registration" tile from their home page. Families will be charged at the time of the request for all dates selected.

New Families without a SAC account will first register through the BVSD SAC website. Once registration information is approved, you will be able to register for Adventure Camps through your new Parent Portal account (information will be provided in your confirmation letter).

- Children must be actively enrolled in a BVSD Kindergarten – 8th grade school to be eligible for Adventure Camps.

- There is a one-time registration fee of $75 to set up a childcare account for the first sibling. For additional siblings, the one-time $10 non-refundable registration fee will be included in their registration cost.

Schedule Changes and Attendance or Absences

Registration closes on the posted cut-off date for planning and staffing purposes. Any cancellation request before the cutoff deadline will be assessed a $25 cancellation fee. Any site and or schedule changes for camps you have registered for will be assessed a change fee of $25.00.

If you reserve a space and your child does not attend for any reason, the camp fee is non-refundable. This policy is in place because the cost for staff and programming remains the same when children are absent.

Child Care Assistant Program Participants

CCAP Families need to request a payment bypass code by emailing bvsd.childcare@bvsd.org or contacting 720-561-5974.

SAC Lottery Information

To be considered for a SAC slot, each student (new to SAC and existing SAC students) must be entered into our lottery system. *The on time lottery sign-up window will be open from April 6, 2026 at midnight and closes on April 24, 2025 at 1:59:59 pm for incoming kindergarteners through 8th-grade students.*

Application Category Process

At the end of the Lottery window, available spots are filled using the following application category system. At any given location, the higher application category will be filled before applicants are accepted from the next application category. Within each application category, full-time schedules, children of BVSD benefits-eligible employees, and children enrolling in morning and afternoon SAC will receive priority. ***No child is guaranteed a spot, including full-time returning applications.*** Once all applications in the Returning Application Category are fulfilled, the next application category will open, and this process will continue for each subsequent application category.

Our Application Categories consist of the following:

1. **Returning:** Student is actively enrolled in School Age Care (SAC) at the time of the lottery.

2. **Waitlist Sibling:** Student is currently on the SAC waitlist at the time of the Lottery, and the student is also a sibling of a currently enrolled SAC student.
3. **Sibling New:** Student is a sibling of a currently enrolled SAC student.
4. **Waitlist New:** Student is currently on the SAC waitlist for the same school they are applying to at the time of the lottery.
5. **New:** Student is applying to SAC for the first time, or those not included in any priority category above.
6. **Late Lottery Applications:** Applications submitted after 1:59:59 pm on Friday, April 24.

How to sign up the SAC Lottery

School Age Care: The online lottery application for the fall will be open on April 6, 2026, (12am) and will close on April 24, 2026 at 1:59:59 pm . All applications received after the closing date (April 24, 2026 at 1:59:59 pm) will be considered a LATE SAC lottery application and will be time stamped and be placed at the bottom of the waitlist.

If you have a BVSD School Mint Account

Log Into your existing **School Mint Account**

- We HIGHLY recommend that you sign in with your email address associated with your Infinite Campus Parent Portal. If you use Google or Facebook sign-in with a different email, your student(s) may not appear in your profile.
- Make sure to enable SMS Text Notifications and Email Notifications as this is how you will receive notifications from our team.
    - Click on your name, then account settings and update this information
- Ensure that 2026-2027 is selected in the top right corner.
- If you don't see your child's name, make sure you are using the email address associated with your Infinite Campus Parent Portal. Then click on the + Add Student
- Under your child's name, click the sign **+** to add a form
- Select the 2026-2027 BVSD SAC Lottery Registration and select Start.

If you do not have a BVSD School Mint Account

Please visit the **School Mint Website** to create one

- Under the title "Guardian Log In" Please click on the highlighted area "**Create An Account**"
- We HIGHLY recommend that you sign in with your email address associated with your Infinite Campus Parent Portal (especially if the Google sign in and Facebook sign in have a different email address associated. Your student(s) information may not show.
- Make sure to enable SMS Text Notifications and Email Notifications as this is how you will receive notifications from our team.

- Click on your name, then account settings and update this information
- After you have created your account: Ensure that 2026-2027 is selected in the top right corner.
- If you don't see your child's name, make sure you are using the email address associated with your Infinite Campus Parent Portal. Then click on the + Add Student
- Under your child's name, click the sign + to add a form
- Select the 2026-2027 BVSD SAC Lottery Registration and select Start