

## **CORVALLIS ENVIRONMENTAL CENTER**

### **Registration and Financial Policies**

#### **Registration**

The date a program registration closes will be posted on each program description (typically closes on Sunday, a week before the program starts by 11:00 pm / subject to change)

If a program is full, families will be able to sign up for the waitlist within their account and will receive an automatic notification when a position becomes available.

#### **Payment of Program(s)**

Registration for programs is NOT secured until payment is made. For our preschool tuition, a monthly payment plan is established after the registration fee is paid. For our camp programs, payment in full for the week of camp is required to complete the registration process. If payment is not established before closing the browser, the camp spot is not secured. You will be asked to pay at the end of the registration process and will be able to enter either a credit card or automatic funds transfer (bank's terminology: ACH). ACH is our preferred method of payment because transaction fees are considerably less since it is funds transferred from a bank to a bank. The savings will go directly to our nature-based outdoor programs. You will receive a confirmation of the registration and payment to the email of the primary account holder.

Preschool tuition is set up as a monthly payment plan on our registration platform. Tuition is based on the number of days your child attends per week (see AM and PM class schedule options) and whether or not early drop-off or late pick-up is included. The monthly payment plan is established by our admin team after the registration fee is paid. The tuition amount will be the same each month except December, which is half of the usual monthly payment, and no payment is due in June. This accounts for all holidays. The automatic payment plan is set up each month on the first day of the month. There is a one-time annual registration & supply fee of \$100 for either AM or PM classes. This non-refundable fee secures your child's enrollment and is due at the time of registration. There is no registration fee for summer preschool "Caterpillar Camps."

#### **Cancellations and Refunds**

*For all camps, summer preschool, and school's out adventures.*

If you must cancel your registration, please follow the link in your registration confirmation email to access your account. A refund is available minus a \$25 processing fee, if cancellation is made 1 week and 1 day prior to the start date of the program. Camps typically start on a Monday so cancellation would be the Sunday a week before camp starts by 11:00 p.m. If cancellation is attempted after this deadline, the payment is non-refundable; and no refunds after a program session begins. In the case of a serious medical emergency such as a broken limb or a trip to the hospital, a credit will be given toward future programs. A fever, cold, COVID, or other general illness does not qualify as a medical emergency. No refunds will be given for any weather/natural disaster-related program closures, e.g., earthquakes, floods, wildfire smoke, excessive heat or cold, etc.

*For Preschool (2023-2024 School Year)*

NaturePlay Preschool is staffed according to our monthly registrations and pre-planned, therefore missed days for any medical reason, a fever, cold, COVID, other general illness, or any weather/natural disaster-related program closures, e.g., earthquakes, floods, excessive heat or cold, etc. cannot be refunded. Registration is for the length of the school year or an otherwise agreed-upon time. If you need to cancel your child's enrollment in the preschool program, please provide 30 days written/emailed notice (required) to [natureplay@corvallisenvironmentalcenter.org](mailto:natureplay@corvallisenvironmentalcenter.org). Upon written notice, your prorated balance due will be set up as a final payment. The annual \$100 registration fee is non-refundable. Any family who is withdrawn from an educational program due to misconduct on behalf of the enrolled child or that child's family member will not receive a refund.