

## Adventure Club School Age Care Program

2018-2019 School Year

### Billing and Payment Policy

#### REGISTRATION FEES

- Registration fees are charged for each new season registration. They are taken when the contract is approved and must be paid before your child may start the season contract.
- Fees are \$35.00 for 1 child, \$50.00 for 2 children and \$65.00 for a family maximum.
- Registration fees are not refundable



#### FEES FOR 2018-2019 SCHOOL YEAR SEASON

- Consistent Schedule Before School 5 days/week: \$14.00/day
- Consistent Schedule After School 5 days/week: \$12.00/ day
- Consistent Schedule Before School (same days each week) 2-4 days/week: \$14.55/ day
- Consistent Schedule After School (same days each week) 2-4 days/week: \$12.25/ day
  
- Pick Your Day\*\*\* Before School: \$14.55/ day
- Pick Your Day\*\*\* After School: \$12.25/ day
  
- Drop in or Consistent Schedule Before School 1 day /week: \$17.50/ day
- Drop in or Consistent Schedule After School 1 day /week: \$14.65/ day
  
- NSD full day fee for registration within deadline: \$36.50/day
- NSD full day fee for registration after the deadline (if space is available): \$46.50/day

\*\*Please note these rates apply to all schools except Lakeview Elementary and FAIR @ Pilgrim Lane. These school's rates are the reverse of the other sites due to school hours. (i.e. Lakeview before school 5 days/week: \$12.00 after school 5 days/week: \$14.00, etc.)

\*\*\*Pick Your Day scheduling requires 8 days per month with an calendar submitted by set due dates. Dates can be found below or on our website at:  
[https://ced.rdale.org/k-12\\_youth/adventure\\_club](https://ced.rdale.org/k-12_youth/adventure_club)

#### SCHEDULE CHANGES

Schedule changes made on/before August 17, 2018 will not be charged a schedule change fee. Any schedule changes made after that date will incur the \$20 schedule fee. All schedule changes require a 10-day notice AND supervisor approval. Schedule changes done after August 18 are not guaranteed for the start of school.

## **BILLING INFORMATION**

Payments will be due bi-weekly on Mondays. Invoices will be sent via email on Monday one week prior to the due date. Payments not received within **3 days** of the due date will incur a \$5.00 late fee. Parent/guardians are responsible for **all** days contracted regardless of attendance. Adventure Club reserves the right to terminate accounts that fall behind on payments.

## **TUITION AND FEES**

- Fees are based on a child's accepted contract submitted by the account holder. Parents/Guardians are financially responsible for all days registered.
- Registration for the school year and summer are separate. The registration fee must be paid at the time of registration or your contract will not be accepted.
- The first school year payment is due approximately one week prior to the first day of school. All payments are due bi-weekly on Mondays.
- Payments may be made online at <https://rdale.ce.eleyo.com/> with check, credit or debit card or deductions from a bank account. Cash payments must be made at the billing office at 3725 Pilgrim Lane, Plymouth, Minnesota 55441.
- Receipts for payment will be automatically emailed to the account holder when payment is received. Additional receipts may be printed from your account at <https://rdale.ce.eleyo.com/>
- Accounts that are not current will be assessed a \$5 late payment fee if payment is not made within 3 days. Accounts that are not current on the last day of the bi-weekly cycle will be subject to termination.
- Changes to your current schedule will be accepted, pending availability, and should be submitted via your online account prior the start of a new billing cycle. A \$20 processing fee will be charged for changes.
- School Release Days are not included in the regular tuition and must registered for separately online at <https://rdale.ce.eleyo.com/>.

## **VACATION CREDIT**

- Vacation credit is given for planned absences only. Each enrollee may receive one vacation credit per child per school year.
- Credit will be based on the number of days each child is enrolled per week and must be taken on consecutive days.
- Vacation credit is 50% of the weekly enrollment option.
- To receive the credit, parents/guardians must contact the site supervisor in advance of a planned absence and complete a vacation credit form.
- An unplanned extended absence should be reported to the site supervisor immediately on the first day absent. For a long term absence in which the child may return, parents/guardians may change their child's enrollment option to flex usage.
- A change of enrollment will incur a change fee for each child.

## INVOICE AND PAYMENT DUE DATES FOR 2018-2019

INVOICE DATE	DUE DATE	DATES OF SERVICE
8/20/18	8/27	8/27/18-9/7/18
9/4/18	9/10	9/10/18-9/21/18
9/17/18	9/24	9/24/18-10/5/18
10/1/18	10/8	10/8/18-10/19/18
10/15/18	10/22	10/22/18-11/2/18
10/29/18	11/5	11/5/18-11/16/18
11/12/18	11/19	11/19/18-11/30/18
11/26/18	12/3	12/3/18-12/14/18
12/10/18	12/17	12/17/18-12/28/18
12/24/18	12/31	12/31/18-1/11/19
1/7/19	1/14	1/14/19-1/25/19
1/21/19	1/28	1/28/19-2/8/19
2/4/19	2/11	2/11/19-2/22/19
2/18/19	2/25	2/25/19-3/8/19
3/4/19	3/11	3/11/19-3/22/19
3/18/19	3/25	3/25/19-4/5/19
4/1/19	4/8	4/8/19-4/19/19
4/15/19	4/22	4/22/19-5/3/19
4/29/19	5/6	5/6/19-5/17/19
5/13/19	5/20	5/20/19-5/31/19
5/27/19	6/3	6/3/19-6/7/19

## PICK YOUR DAY SCHEDULE DUE DATES

PLEASE NOTE: Additional day added/needed after these deadlines will be added at the drop in rate.

CHILDCARE FOR MONTH OF:	SUBMIT FOR APPROVAL BY NOON ON:
SEPTEMBER 2018	8/20/18
OCTOBER 2018	9/17/18
NOVEMBER 2018	10/15/18
DECEMBER 2018	11/26/18
JANUARY 2019	12/24/18
FEBRUARY 2019	1/21/19
MARCH 2019	2/18/19
APRIL 2019	3/18/19
MAY/JUNE 2019	4/15/19