

Adventure Club School Age Care Program

2017-2018 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 2017-2018 SCHOOL YEAR SEASON

- Consistent Schedule Before School 5 days/week: \$13.80/day
- Consistent Schedule After School 5 days/week: \$11.54/ day
- Consistent Schedule Before School (same days each week) 2-4 days/week: \$14.42/ day
- Consistent Schedule After School (same days each week) 2-4 days/week: \$12.05/ day

- Pick Your Day*** Before School: \$14.42/ day
- Pick Your Day*** After School: \$12.05/ day

- Drop in or Consistent Schedule Before School 1 day /week: \$17.36/ day
- Drop in or Consistent Schedule After School 1 day /week: \$14.47/ day

- NSD full day fee for registration within deadline: \$35.55/day
- NSD full day fee for registration after the deadline (if space is available): \$45.80/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: \$11.54 after school 5 days/week: \$13.80, etc.)

***Pick Your Day scheduling requires a 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

SCHEDULE CHANGES

Schedule changes made on/before August 18, 2017 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 2017-2018

INVOICE DATE	DUE DATE	DATES OF SERVICE
AUG 21, 2017	AUG 28	8/28/17 - 9/8/17
SEPT 4, 2017	SEPT 11	9/11/17 - 9/22/17
SEPT 18, 2017	SEPT 25	9/25/17 - 10/6/17
OCT 2, 2017	OCT 9	10/9/17 - 10/20/17
OCT 16, 2017	OCT 23	10/23/17 - 11/3/17
OCT 30, 2017	NOV 6	11/6/17 - 11/17/17
NOV 13, 2017	NOV 20	11/20/17 - 12/1/17
NOV 27, 2017	DEC 4	12/4/17 - 12/15/17
DEC 11, 2017	DEC 18	12/18/17 - 12/29/17
DEC 25, 2017	JAN 1	1/1/18 - 1/12/18
JAN 8, 2018	JAN 15	1/15/18 - 1/26/18
JAN 22, 2018	JAN 29	1/29/18 - 2/9/18
FEB 5, 2018	FEB 12	2/12/18 - 2/23/18
FEB 19, 2018	FEB 26	2/26/18 - 3/9/18
MAR 5, 2018	MAR 12	3/12/18 - 3/23/18
MAR 19, 2018	MAR 26	3/26/18 - 4/6/18
APRIL 2, 2018	APRIL 9	4/9/18 - 4/20/18
APRIL 16, 2018	APRIL 23	4/23/18 - 5/4/18
APRIL 30, 2018	MAY 7	5/7/18 - 5/18/18
MAY 14, 2018	MAY 21	5/21/18 - 6/1/18
MAY 28, 2018	JUNE 4	6/4/18 - 6/7/18

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 2017	AUGUST 21, 2017
OCTOBER 2017	SEPTEMBER 18, 2017
NOVEMBER 2017	OCTOBER 16, 2017
DECEMBER 2017	NOVEMBER 13, 2017
JANUARY 2018	DECEMBER 25, 2017
FEBRUARY 2018	JANUARY 22, 2018
MARCH 2018	FEBRUARY 19, 2018
APRIL 2018	MARCH 19, 2018
MAY/JUNE 2018	APRIL 16, 2018