

Adventure Club School Age Care Program 2016-2017 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 2016-2017 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

Fees include a 3% increase over 2015-2016 school year.

**Please note these rates apply to all schools except Lakeview Elementary. Lakeview's before and after school 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 listed at bottom of this page

SCHEDULE CHANGES

Schedule changes made on/before August 19, 2016 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 19 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.

PAYMENT DUE DATES FOR SCHOOL YEAR 2016-2017

*Payment includes Non-School Days if registered to attend

Invoice Date	Due Date	Dates of Service
August 22, 2016	August 29, 2016	9/6/16-9/9/16
September 5, 2016	September 12, 2016	9/12/16 – 9/23/16
September 19, 2016	September 26, 2016	9/26/16 – 10/7/16
October 3, 2016	October 10, 2016	10/10/16 – 10/21/16*
October 17, 2016	October 24, 2016	10/24/16 – 11/4/16
October 31, 2016	November 7, 2016	11/7/16 – 11/18/16*
November 14, 2016	November 21, 2016	11/21/16 – 12/2/16
November 28, 2016	December 5, 2016	12/5/16 – 12/16/16
December 12, 2016	December 19, 2016	12/19/16 – 12/30/16*
December 26, 2016	January 2, 2017	1/2/17 – 1/13/17*
January 9, 2017	January 16, 2017	1/16/17 – 1/27/17*
January 23, 2017	January 30, 2017	1/30/17 – 2/10/17
February 6, 2017	February 13, 2017	2/13/17 – 2/24/17
February 21, 2017	February 27, 2017	2/27/17 – 3/10/17*
March 6, 2017	March 13, 2017	3/13/17 – 3/24/17
March 20, 2017	March 27, 2017	3/27/17 – 4/7/17*
April 3, 2017	April 10, 2017	4/10/17 – 4/21/17
April 18, 2017	April 24, 2017	4/24/17 – 5/5/17
May 1, 2017	May 8, 2017	5/8/17 – 5/19/17
May 15, 2017	May 22, 2017	5/22/17 – 6/2/17
May 30, 2017	June 5, 2017	6/5/17 – 6/8/17

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 2016	AUGUST 19, 2016
OCTOBER 2016	SEPTEMBER 16, 2016
NOVEMBER 2016	OCTOBER 14, 2016
DECEMBER 2016	NOVEMBER 11, 2016
JANUARY 2017	DECEMBER 22, 2016
FEBRUARY 2017	JANUARY 20, 2017
MARCH 2017	FEBRUARY 17, 2017
APRIL 2017	MARCH 17, 2017
MAY/JUNE 2017	APRIL 13, 2017

➤ 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.feepay.com/> with check, credit or debit card or deductions from a bank account. Cash payments must be made at the billing office at 2400 Sandburg Lane, Golden Valley, MN 55427.
- 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.feepay.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 be registered for separately online at <https://rdale.ce.feepay.com/>.

➤ Vacation Credits

- 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.