

**Adventure Club School Age Care Program
2019-2020 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 non-refundable.

FEES FOR 2019-2020 SCHOOL YEAR SEASON

- Consistent Schedule Before School 5 days/week: \$14.50/day
- Consistent Schedule After School 5 days/week: \$12.50/ day
- Consistent Schedule Before School (same days each week) 2-4 days/week: \$15.00/ day
- Consistent Schedule After School (same days each week) 2-4 days/week: \$13.00/ day

- Pick Your Day*** Before School: \$15.00/ day
- Pick Your Day*** After School: \$13.00/ day

- Drop in or Consistent Schedule Before School 1 day /week: \$18.00/ day
- Drop in or Consistent Schedule After School 1 day /week: \$15.00/ 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 reverse of the other sites due to school hours. (i.e. Lakeview before school 5 days/week: \$12.50, after school 5 days/week: \$14.50, etc.)

***Pick Your Day scheduling requires 8 days per month with 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 16, 2019 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 16 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, MN 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 be registered for separately online at <https://rdale.ce.eleyo.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.

PAYMENT DUE DATES FOR SCHOOL YEAR 2019-2020

Invoice Date	Due Date	Dates of Service
August 19, 2019	August 26, 2019	8/26/19 - 9/6/19
September 2, 2019	September 9, 2019	9/9/19 - 9/20/19
September 16, 2019	September 23, 2019	9/23/19 - 10/4/19
September 30, 2019	October 7, 2019	10/7/19 - 10/18/19
October 14, 2019	October 21, 2019	10/21/19 - 11/1/19
October 28, 2019	November 4, 2019	11/4/19 - 11/15/19
November 11, 2019	November 18, 2019	11/18/19 - 11/29/19
November 25, 2019	December 2, 2019	12/2/19 - 12/13/19
December 9, 2019	December 16, 2019	12/16/19 - 12/27/19
December 23, 2019	December 30, 2020	12/30/19 - 1/10/20
January 6, 2020	January 13, 2020	1/13/20 - 1/24/20
January 20, 2020	January 27, 2020	1/27/20 - 2/7/20
February 3, 2020	February 10, 2020	2/10/20 - 2/21/20
February 17, 2020	February 24, 2020	2/24/20 - 3/6/20
March 2, 2020	March 9, 2020	3/9/20 - 3/20/20
March 16, 2020	March 23, 2020	3/23/20 - 4/3/20
March 30, 2020	April 6, 2020	4/6/20 - 4/17/20
April 13, 2020	April 20, 2020	4/20/20 - 5/1/20
April 27, 2020	May 4, 2020	5/4/20 - 5/15/20
May 11, 2020	May 18, 2020	5/18/20 - 5/29/20
May 25, 2020	June 1, 2020	6/1/20 - 6/5/20

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 2019	AUGUST 19, 2019
OCTOBER 2019	SEPTEMBER 16, 2019
NOVEMBER 2019	OCTOBER 18, 2019
DECEMBER 2019	NOVEMBER 18, 2019
JANUARY 2020	DECEMBER 16, 2019
FEBRUARY 2020	JANUARY 20, 2020
MARCH 2020	FEBRUARY 17, 2020
APRIL 2020	MARCH 16, 2020
MAY/JUNE 2020	APRIL 20, 2020