

Early Adventures 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 not refundable.

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 \$45.00 per day. Full time schedule is mandatory for this program.
- 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 be registered for separately online at <https://rdale.ce.eleyo.com/>.

- Withdrawal from the Early Adventures program requires a 10 day notice and must be completed online at 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 absence. 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

