

Adventure Club School-Age Care Program 2023-2024 School Year Billing and Payment Policy

REGISTRATION FEE

- Registration Fees are charged for school year and for summer. The Registration Fees must be paid before your children may start each contract.
- Fees are \$40 for 1 child, \$50 for 2 children and \$65 family maximum.
- Registration Fees aren't refundable.

TUITION FOR 2023-2024 SCHOOL YEAR

Contract Choice	Location	5 Days/Week Daily Rate	2-4 Days/Pick Your Days Daily Rate	Drop-In Daily Rate
Before School	RSI/SEA	\$15.00	\$15.50	\$18.50
Before School	All Other Sites	\$12.00	\$12.50	\$15.50
After School 5PM	RSI/SEA	\$12.00	\$12.50	\$15.50
After School 5PM	All Other Sites	\$15.00	\$15.50	\$18.50
After School 6PM	RSI/SEA	\$13.25	\$13.75	\$16.25
After School 6PM	All Other Sites	\$16.25	\$16.75	\$19.25

- When requesting contracts, only one pick up time contract must be selected.
- For all sites, \$6/day is added to After School 5PM rate when Parent/Guardian notifies the Site by Noon that the child won't be picked up by 5PM. Otherwise, late-pickups are charged \$1/minute.
- Non-School Days: \$41/day
- Non-School Days after the deadline (if space is available): \$51/day
- After School 5PM – pick up by or prior to 5PM.
- After School 6PM – pick up by or prior to 6PM.

Pick Your Days schedules require **8 days minimum/month, submitted by the due date. Find the due dates on page 3 and our website: ced.rdale.org/youth/adventure-club.

SCHEDULE CHANGES

Schedule changes will be accepted until Tuesday, August 22 with no Schedule Change Fee. After August 22 schedule changes will be charged \$20 per child per change (except Pick Your Days contracts). Schedule changes after August 22 aren't guaranteed for the start of school year. All schedule changes must be created online and require a minimum 10-day notice. Acceptance is subject to site supervisor approval and space availability. Days for Pick Your Days contracts must be chosen by

the monthly deadlines ([Pick Your Day Schedule Due Dates](#)), or will default to Drop-In rates. Drop-Ins are subject to space availability.

BILLING INFORMATION

Payments are due bi-weekly on Mondays. Invoices are 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 Late Payment Fee automatically. Parents/Guardians are financially 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. Parents/Guardians are financially responsible for all days contracted regardless of attendance.
- Registrations for the school year and summer are separate. The Registration Fee must be paid before a child may start each contract.
- The first 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. Cash payments may be made only at the Adventure Club Business Office, 3725 Pilgrim Lane--Door 11, in Plymouth. Staffing hours may vary so it's necessary to call ahead: 763-504-5320.
- A receipt for payment is automatically emailed to the account owner when payment is received. Additional receipts may be printed from your online account.
- Accounts are automatically assessed a \$5 Late Payment Fee if payment isn't received within 3 days of the due date. Accounts that aren't at \$0 balance on the last day of the bi-weekly cycle will be subject to termination.
- Schedule changes will be accepted, pending space availability, when submitted via your online account prior to the start of a new billing cycle. A \$20 Schedule Change Fee per child per change will be charged.
- Non-School Days aren't included in regular tuition and require separate registration online at <https://rdale.ce.eleyo.com>.
- Withdrawal from Adventure Club requires a 10-day notice and must be done online.

VACATION CREDIT

- Vacation Credit is given for planned absences of five (5) consecutive days only. Each child enrolled may receive one Vacation Credit per school year.
- Credit is 50% of the child's weekly tuition.
- To receive the credit, parents/guardians must contact the site supervisor before a planned vacation to complete a Vacation Credit Form.
- An unplanned extended absence, such as a medical absence, should be reported to the site supervisor on the first day absent. For a long-term absence from which the child may return, Parents/Guardians may change their child's schedule option. A Schedule Change Fee will be charged.

PAYMENT DUE DATES FOR SCHOOL YEAR 2023-2024

Invoice Date	Due Date	Dates of Service
August 28, 2023	September 4, 2023	9/4/23 – 9/15/23
September 11	September 18	9/18 – 9/29
September 25	October 2	10/2 – 10/13
October 9	October 16	10/16 – 10/27
October 23	October 30	10/30 – 11/10
November 6	November 13	11/13 – 11/24
November 20	November 27	11/27 – 12/8
December 4	December 11	12/11 – 12/22
December 18	December 25	12/25 – 1/5/24
January 1, 2024	January 8, 2024	1/8 -1/19
January 15	January 22	1/22 – 2/2
January 29	February 5	2/5 -2/16
February 12	February 19	2/19 – 3/1
February 26	March 4	3/4 – 3/15
March 11	March 18	3/18 – 3/29
March 25	April 1	4/1 – 4/12
April 8	April 15	4/15 – 4/26
April 22	April 29	4/29 – 5/10
May 6	May 13	5/13 – 5/24
May 20, 2024	May 27, 2024	5/27 – 6/5/24

DUE DATES FOR PICK YOUR DAYS SCHEDULE

Additional days added/needed after these deadlines are charged the Drop-In rate.

CHILDCARE FOR MONTH OF:	SUBMIT FOR APPROVAL BY NOON ON:
SEPTEMBER 2023	AUGUST 22, 2023
OCTOBER	SEPTEMBER 18
NOVEMBER	OCTOBER 18
DECEMBER	NOVEMBER 17
JANUARY 2024	DECEMBER 19
FEBRUARY	JANUARY 18, 2024
MARCH	FEBRUARY 16
APRIL	MARCH 18
MAY/JUNE 2024	APRIL 17, 2024