

**Adventure Club School Age Care Program
2020-2021 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 2020-2021 SCHOOL YEAR SEASON

- Consistent Schedule Before School 5 days/week: \$14.75/day
- Consistent Schedule After School 5 days/week: \$12.75/ day
- Consistent Schedule Before School (same days each week) 2-4 days/week: \$15.25/ day
- Consistent Schedule After School (same days each week) 2-4 days/week: \$13.25/ day

- Pick Your Day*** Before School: \$15.25/ day**
- Pick Your Day*** After School: \$13.25/ day**

- Drop in or Consistent Schedule Before School 1 day /week: \$18.25/ day
- Drop in or Consistent Schedule After School 1 day /week: \$15.25/ 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.

***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/fees_and_billing

SCHEDULE CHANGES

Schedule changes made on/before August 24, 2020 will not be charged a schedule change fee. Any schedule changes made after that date will incur the \$20 schedule fee (except "Pick Your Day" contracts). All schedule changes require a 10-day notice AND supervisor approval. Schedule changes done after August 24th 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 Community Education Office at 3725 Pilgrim Lane, Plymouth, MN 55441, Door 11.
- 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 Adventure Club program also requires a 10-day notice and must be completed 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 17, 2020	August 24, 2020	8/24/20 – 9/4/20
August 31, 2020	September 7, 2020	9/7/20 – 9/18/20
September 14, 2020	September 21, 2020	9/21/20 – 10/2/20
September 28, 2020	October 5, 2020	10/5/20 – 10/16/20
October 12, 2020	October 19, 2020	10/19/20 – 10/30/20
October 26, 2020	November 2, 2020	11/2/20 – 11/13/20
November 9, 2020	November 16, 2020	11/16/20 – 11/27/20
November 23, 2020	November 30, 2020	11/30/20 – 12/11/20
December 7, 2020	December 14, 2020	12/14/20 – 12/25/20
December 21, 2020	December 28, 2020	12/28/20 -1/8/21
January 4, 2021	January 11, 2021	1/11/21 – 1/22/21
January 18, 2021	January 25, 2021	1/25/21 -2/5/21
February 1, 2021	February 8, 2021	2/8/21 – 2/19/21
February 15, 2021	February 22, 2021	2/22/21 – 3/5/21
February 29, 2021	March 8, 2021	3/8/21 – 3/19/21
March 15, 2021	March 22, 2021	3/22/21 – 4/2/21
March 29, 2021	April 5, 2021	4/5/21 – 4/16/21
April 12, 2021	April 19, 2021	4/19/21 – 4/30/21
April 26, 2021	May 3, 2021	5/3/21 – 5/14/21
May 10, 2021	May 17, 2021	5/17/21 – 5/28/21
May 24, 2021	May 31, 2021	5/31/21 – 6/11/21

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 2020	AUGUST 17, 2020
OCTOBER 2020	SEPTEMBER 14, 2020
NOVEMBER 2020	OCTOBER 19, 2020
DECEMBER 2020	NOVEMBER 16, 2020
JANUARY 2021	DECEMBER 14, 2020
FEBRUARY 2021	JANUARY 18, 2021
MARCH 2021	FEBRUARY 15, 2021
APRIL 2021	MARCH 15, 2021
MAY/JUNE 2021	APRIL 19, 2021